



**Cerebral Palsy Association of Prince George and District
42nd Annual General Meeting**

2008-2009 Annual Report

September 29, 2009, 5:30 p.m.

Child Development Centre
1687 Strathcona Avenue
Prince George, BC, V2L 4E7



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Board of Directors

2008 — 2009

President:	Mr. Philip Foucher
Vice-President:	Mr. Al Clark
Treasurer:	Mr. Calvin Joe
Secretary:	Mrs. Valerie O'Connor
Directors:	Mrs. Helen Chipman Mrs. Glenda Prkachin Mrs. Kristina Nelles Mr. Gary Russell Mr. Jos Van Hage
Patron:	Mr. Horst Sander
Honorary Life Members:	Mrs. K. Wyers Mrs. A. Callander Mr. R. Neukomm

Mission Statement

To promote optimal development and an advanced quality of life for the region's children.

Guiding Principles:

Collaborative

We use a collaborative, multidisciplinary approach to improve service outcomes to the region's children. This philosophy extends internally as well as externally with complementary service providers and medical practitioners.

Accountable

Our core purpose is to improve the lives of the children we serve. Given available resources, our staff members are each responsible for providing the best services possible in their area of responsibility.

Respectful

The Centre's staff members operate within a culture of respect for each other, the children and families we serve, and other regional stakeholders. Family input and participation is respected as an integral component of each child's development.

Holistic

Our services are designed to help the whole child, including the balanced development of social, emotional, physical, cognitive, and communication skills.

Sustainable

We commit to running sustainable programming, ensuring the highest level of services over the long-term.



Staff List (March 31, 2009)

MANAGEMENT:

Darrell Roze (Executive Director)

Mary Jarbek (Director of Community Relations)

ADMINISTRATION:

Kim Aydon (Finance Administrator)

Kathy Roze (Administrative Support)

Lynda Hall (Administrative Support)

Katie Whelan (Office Manager)

Carla Paulson (Administrative Support)

THERAPY:

Joan Beek (Senior SLP)

Sherry Mitchell (Occupational Therapist)

Lynn Bergmann (Physiotherapist)

Llaesa North (Senior Physiotherapist)

Jody Edamura (Occupational Therapist)

Lynnelle Sutherland (Family Support Worker)

Andrea Fredeen (Physiotherapist)

Fabiola Toyata (Physiotherapist)

Pat Hamilton (Senior Occupational Therapist)

Ka-Kei Yeung (Physiotherapist)

Debbie Harmon (Therapy Aide/Reception)

Zoe Watt (Speech Language Pathologist)

Colinda Harraway (Therapy Aide)

Blanche Walsh (Therapy Aide)

EARLY CHILDHOOD EDUCATION & SUPPORTED CHILD DEVELOPMENT

Continued on next page



Staff List – March 2009 (Continued)

EARLY CHILDHOOD EDUCATION & SUPPORTED CHILD DEVELOPMENT:

Sharon Beetlestone (Director of ECE/SCDP)

Daycare:

Susan Burkitt
Patty Dawson
Lynda Horning

Maureen Mitchell
Colleen Soares
Iris Von Sychowski

Preschool:

Tanya Bend
Marylynn Brown
Candis Johnson

Donna LeBlanc
Terri Mitchell

Supported Child Development:

Tammi Dinelle
Karen Doherty
Renaë Johnson
Christy Kubert
Julia Lamming
Heather Matthews
Rita Newell

Lil Payne
Nicki Pratt
Kim Sandu
Kylee Timms
Sonya Valckx
Esme Van Der Merwe
Misty Wilson

SCDP/ECE Subs:

Loretta Belcourt
Margot Dieteker
Pam Gettling
Wendy Gobbi
Shilo Hawkins
Patty Lambkin

Leola McMillian
Billie Madhox
Coralie Peters
Susannah Pow
Jennifer Yarmish
Kim West



Agenda

- 1. Opening Remarks by President**
- 2. Approval of the Agenda** p. 4
- 3. Adoption of the AGM Minutes of September 23, 2008** p. 5-21
- 4. Business Arising from the Minutes** p. 5-21
- 5. Reports**
 - 5.1 President's Report p. 22
 - 5.2 Treasurer's Report and Financial Statements p. 23-36
 - 5.3 Executive Director's Report p. 37-38
 - 5.4 Nominating Committee Report p. 39
- 6. Operational Reports**
 - 6.1 Resource Development and Community Relations Report p. 40-41
 - 6.2 Early Childhood Education/Supported Child Development Report p. 42-43
 - 6.3 Therapy Report p. 44-50
- 7. New Business**
 - 7.1 Special Resolutions p. 51-52
- 8. Adjournment**



Draft Minutes – 41st Annual General Meeting

CEREBRAL PALSY ASSOCIATION of PRINCE GEORGE and DISTRICT TUESDAY, SEPTEMBER 23, 2008

PRESENT:

Members:

Glenda Prkachin
Kristina Nelles
Val O'Connor
Helen Chipman
Gerald Bellringer
Horst Sander
Colleen Ballantyne

Staff:

Darrell Roze
Carol Oosthuizen
Katie Whelan
Deborah Harmon
Llaesa North
Carla Paulson
Mary Jarbek
Lynnelle Sutherland
Sharon Beetlestone
Kim Aydon
Joan Beek
Colinda Harraway

The President called the meeting to order at 5:03 p.m.

1. Opening Remarks by President

The President welcomed the Association membership, staff and guests. Board members of the Cerebral Palsy Association of Prince George and District were introduced.

2. Approval of Agenda

Motion: That the Agenda be approved as presented.
Moved/Seconded Bellringer/Joe Carried.

3. Adoption of Minutes

Motion: That the minutes of the 40th Annual General Meeting of the Cerebral Palsy Association of Prince George and District held on Tuesday, September 18, 2007 be adopted as amended. (Correct spelling - Lynnelle Sutherland. Opening remarks by Vice President)
Moved/Seconded Russell/Bellringer Carried.

4. Business Arising from the Minutes - None



Draft Minutes, 41st Annual General Meeting — September 23, 2008

5 Reports

5.1 President's Report:

The President commented on the difference that the past year has made for the Cerebral Palsy Association of Prince George and District. Darrell Roze, our Executive Director, has brought valuable stability to the CDC, which has been a tremendous benefit to the operations and to the staff. Financially the CDC is in a solid position. Operationally, the CDC is running smoothly with an eye to expand our services when needed. A thank you went out to the Board of Directors, with the loudest thank you to the hard working and caring staff at the CDC. Without the dedication of this exemplary staff, the CDC would not be what it has developed into; namely the finest service provider to children of special needs in the province.

Motion: That the President's Report be accepted.
Moved/Seconded Foucher/Joe Carried.

5.2 Treasurer's Report and Financial Statements:

The Treasurer introduced Colleen Ballantyne from KPMG and she presented the Audited Financial Statements for the fiscal year ending March 31, 2008. The staff of the CDC was thanked for their help and preparation in the Audit process. The statement of Financial Position was reviewed. There were very few changes from the previous year. On reviewing the Statement of Operations, it was noted that the revenue overall was also in line with the 2007 statements. The audit was very clean, therefore there was no need to spend a lot of time on the notes.

Motion: That the Cerebral Palsy Association of Prince George and District receive, as circulated, the Financial Statements for the fiscal year ending March 31, 2008.
Moved/Seconded Joe/O'Connor Carried.

Motion: That the Cerebral Palsy Association of Prince George and District appoint the accounting firm of KPMG as auditors for the 2008/2009 operating year.
Moved/Seconded Joe/Clark Carried.

Motion: That the Treasurer's Report be accepted.
Moved/Seconded Joe/O'Connor Carried.



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5.3 *Executive Director's Report:*

We have faced a number of successes and challenges over the previous year that I would like to share with you.

In Administration, Carl Evans, our former Business Manager, moved on at the start of the year, leaving a gap in our support services. Although this represented a substantial challenge, we utilized it as an opportunity to make beneficial changes. I am now much more familiar with our finances, as I have become the lead person in preparing our budgets and for preparing financial data to support MCFD negotiations. Many changes in Finance now allow us to produce more meaningful, accurate and timely internal financial statements.

Beyond Administration, there are a few core areas that I have been working on. Due to our location, security of our staff as well as the children we serve remains a high priority. In the past year we added security cameras throughout most of the building, installed electronic locks on the front door, and we added reserved parking in the front for staff working the late shift. I hope to make continual, incremental improvements to the Centre in this regard.

One of my major goals has been to help facilitate positive change in the work environment. I have worked at developing an open and honest communication structure with staff. While communication has improved since I started with the CDC, information is not always filtering down to all interested staff members; I am making changes to help ensure this takes place. I also want to help facilitate an environment that is largely devoid of negativity. Again, while I believe most of our staff are upbeat and positive, there is room for improvement. We work in a stressful but rewarding environment and I want to help ensure that the environment is as positive as possible for our staff.

I have also been working to help ensure that all of our services operate in a sustainable and accountable manner. Although we have long operated in a very lean fashion, we are examining our resource usage to ensure that everything we do is effective and efficient. My expectation is that each program will be able to sustain itself through its related revenues, and that we are making the best use of our scarce resources. A focus on sustainable, effective and efficient services will allow us to solidify our programming while freeing up resources to help us capitalize on new opportunities.

I see a number of challenges and opportunities on the horizon. Changes such as the potential move to early kindergarten in the Province provide many questions regarding the potential impacts to our services. We will keep an eye on our external environment and I feel optimistic that we will be able to work within any system that emerges. We will continue to work cooperatively with other health providers. We will continue to be a provider of critical service, and we will continue to find new ways to improve outcomes for the children and families we serve.

Motion: **That the Executive Director Report be accepted.**
Moved/Seconded **Bellringer/O'Connor Carried.**



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5.4 *Nominating Committee Report:*

The Nominating Committee operates as a committee of the whole of the Board.

The following provides a listing of current positions as well as nominees.

One year remaining:

Philip Foucher
Valerie O'Connor
Gary Russell
Jos Van Hage

Two years completed:

Glenda Prkachin
Calvin Joe
Helen Chipman
Alan Clark
Kristina Nelles

Resignations:

Jack Pinder regretfully resigned from The Cerebral Palsy Association of Prince George and District Board of Directors in September 2008.

Nominees:

We are pleased to announce that the following people have decided to let their name stand for a two-year term with the Prince George & District Cerebral Palsy Association.

*Glenda Prkachin
*Calvin Joe
*Helen Chipman
*Alan Clark
*Kristina Nelles

The above provides for 9 Board Members for 2008/2009. The Nominating Committee will present to the Annual General Meeting, September 23, 2008; that (*) be **elected** to the Board of Directors of the Cerebral Palsy Association of Prince George and District for a two-year term expiring at the 2010 Annual General Meeting.

Motion: **That Alan Clark, Glenda Prkachin, Helen Chipman, Kristina Nelles, and Calvin Joe be elected to the Board of the Cerebral Palsy Association of Prince George and District for a two-year term expiring at the 2010 Annual General meeting.**
Moved/Seconded O'Connor/Russell Carried.



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The Cerebral Palsy Association of Prince George and District is pleased to announce the Board of Directors for the year 2008/2009: Gary Russell, Philip Foucher, Valerie O'Connor, Alan Clark, Glenda Prkachin, Helen Chipman, Kristina Nelles, Calvin Joe, and Jos Van Hage.

**Motion: That the Nominating Committee Report be accepted.
Moved/Seconded O'Connor/Bellringer Carried.**

6. Operational Reports

The operational reports will appear in their entirety.

6.1 *Resource Development and Community Relations*

The past fiscal year has been busy as usual in the fundraising and public relations area.

We always encourage visits through our Centre to enlighten the public on the outstanding services and programs we offer to children and families in our community and region.

In the past year some of the dignitaries that have visited the Centre were Minister Shirley Bond, MLA John Rustad, Minister Pat Bell and Minister Tom Christensen. The judges from the Communities in Bloom Committee were very impressed when they came to view our children's garden.

Our 19th Annual Dutch Auction held on October 15th raised \$36,000 for therapeutic equipment and needs of the children. Thanks to staff, their families, and Board members who volunteered their time, talent, energy and resources to ensure its success.

The Annual Kris Kringle Luncheon held December 7th raised \$ 9,700, and was thoroughly enjoyed by over 300 guests. The new "Candy Cane Lane" silent auction table went over well and the diamond ring raffle was again a great success. The meal, as always, was excellent.

The Annual Gift Wrap Booth raised approximately \$8,500 after expenses. We partnered with Cystic Fibroses who help by providing volunteers. This year we invited community groups to gift wrap for a day and several of them participated. This serves as a great public relations event for the Centre.

The Wolf & FM94 hosts the Country Christmas Concert annually with the proceeds going to the CDC. The Kiwanis Club of Prince George co hosted a Texas Hold'Em with the CDC in April.



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We received a three-year Bingo Affiliation. We also apply for Direct Access annually.

We have established the Child Development Centre Endowment Fund with the Prince George Community Foundation (PGCF). Special thanks to Noreen and Jim Rustad for matching our community contributions to bring the Fund up over \$25,000. Public donations can be made to the PGCF to help grow the Fund.

Funding for the Parking Lot Project is ongoing as part of the annual capital campaign. The proposed cost of the project is \$231,000.00 with the possibility of some of the costs being offset by in-kind donations.

Lose the Training Wheels, a new pilot program introduced in early August, was co-hosted by AIMHI. This program allows children and young adults to learn to ride a two-wheeled bike in five days. The program shows great potential.

The Buddy Bear Presentation hosted by Variety-The Children's Charity, in our Anne Martin Playpark in August, was a huge success! Over 100 children received the bears that were sponsored by businesses and individuals from the community during the Variety Radiothon. Thanks to all the volunteers that helped make this day memorable.

Up-coming Events for 2008

October 19 th	20 th Annual Dutch Auction	Shaw TV
Nov 27-Dec 24	Gift Wrap Booth	Pine Centre Mall
December 5 th	Kris Kringle Luncheon	Coast Inn of North

Respectfully submitted by,
Mary Jarbek
Resource Development and Community Relations



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6.2 Early Childhood Education (ECE) /Supported Child Development (SCDP)

Highlights:

- Daycare fees were increased to help balance the deficit budget for the ECE programs.
- ECE programs continued to take ECE practicum students from Northern Lights College and CNC.
- Staff participated in the Child Fair at Exploration Place. Many agencies partnered to provide these educational services to families with young children.
- Sharon attended the SCDP Regional Advisors and Provincial Steering Committee meetings, as the Northern SCDP Rep, June 6-7, Sept. 26-27, March 4-5, and held a teleconference Dec 6-7.
- SCDP coordinator and consultants mentored the new ASCDP. The new program is up and running and we work closely together. The relationship has been very positive.
- Hot lunch program started Sept 2007. We were able to offer this program to the children once a week, thanks to Dash B.C. and the Royal Bank, who provided the funding.
- In September SCDP consultants participated in ASQ (Ages, Stages Questionnaire) and AEPS (Assessment, Evaluation, and Programming System for Infants and Children) training at the Friendship Centre in Prince George. This was funded through SCDP.
- We hosted “Kids Have Stress Too” training for our staff and ASCDP staff at the end of Sept. Over 20 educators participated.
- October 5, the Daycare staff provided a hot turkey thanksgiving lunch to all the daycare families.
- Oct 19 and 20th some staff attended training in Richmond on “Fostering Peer Play and Friendships in Children on the Autism Spectrum. We brought this training back to Prince George on March 7 and 8th.
- Four staff took part in Partnership training, in Richmond, sponsored and funded through the Provincial SCDP office. Two staff, Colleen and Tanya, trained in Challenging Behaviours, Candis and Sharon trained in Creating Inclusive Child Care Settings. The staff now has the responsibility to present the training to community child care providers, once the pilots are completed and the training materials revamped.
- CDC partnered with Carefree and provided special Christmas activity, the Tour of Lights, for our families on Dec 13th.
- The Children Christmas party was held Dec 14. Breakfast with Santa was great success!! Thanks to the CDC Board and Variety Christmas Angel Fund for the dollars to make this event happen for our families.
- Gymnastic classes were offered to children from the daycare that could benefit from the gross motor activity. This was funded by a private donor. Many thanks to Ka-Kei for arranging this opportunity for the children.



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- The B.C. Deaf Children's Society had graciously provided funding for Susan Warren, an instructor to teach us sign language. She presented two sessions, once a week, September 2007 to December and January 2008 to June. Four staff from our programs and four community child care providers took advantage of this opportunity. This service will continue in the new school year, 2008.
- The Sunbeams program, grief and loss counselling program for preschool children, was offered to families three times this past year. Lynnelle Sutherland, Tanya Bend and Renae Johnson facilitated the groups. Funding for this program came through The Knights of Columbus. Fourteen children were involved in the groups.

We continue to operate two preschool and three daycare groups. Our spaces remain full with a waitlist for the most part. 85 children were waitlisted for daycare, and 71 for the preschool programs. The under 3's daycare has the largest waitlist. Over the past year we have provided child care services to 139 children using 172 spaces, 40 spaces in daycare and 132 spots in preschool.

The two consultants supported 84 children requiring extra supports in community and in-house programs. Twelve support staff worked with various children in child care settings.

At this time I would like to thank all the ECE and SCDP staff for their dedication to the families. *Thanks to Candis, Colleen, Donna, Iris, Judy, Lynda, Marylynn, Maureen, Patty, Tanya, Terri, Blanche, Christy, Heather, Julia, Karen, Kim, Kylee, Misty, Nicki, Renae, Rita, Sonya Tammi, and Wendy. A special thanks to all the casuals who provide coverage when the regular staff are sick or on holidays. Thanks to Billy, Samantha, Sherry, Susannah, Patty, Kelly, Pam, Susan, Coralie, Esme, and Margot.*

*Submitted by Sharon Beetlestone
Director of ECE/SCDP*



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6.3 Therapy Department Report

This was another busy year as, although we were mostly fully staffed, we are chronically understaffed. Fortunately, the rate of referrals did not increase significantly, however the complexity of the children’s conditions continued to grow. We take on ever younger, smaller and more fragile infants, our smallest thus far having a birth weight of 385g.

Referrals:

	Early Intervention Prince George	Early Intervention outreach	School age Prince George	School age outreach	Total 2007/2008	Total 2006/2007
Occupational therapy	109	16	20	8	153	148
Physiotherapy	190	23	14	2	229	220
Speech language pathology	141	50			191	191

There was been a 3% increase in referrals for occupational therapy, a 4% increase for physiotherapy and requests for speech language pathology remained the same.

Caseloads as of 31 March 2008 (includes waitlisted children):

	Early Intervention PG	Early Intervention outreach	School age Prince George	School age outreach	Total
Occupational Therapy	151	29	59	47	286
Physiotherapy	205	29	75	15	324
Speech language Pathology	165	47			212

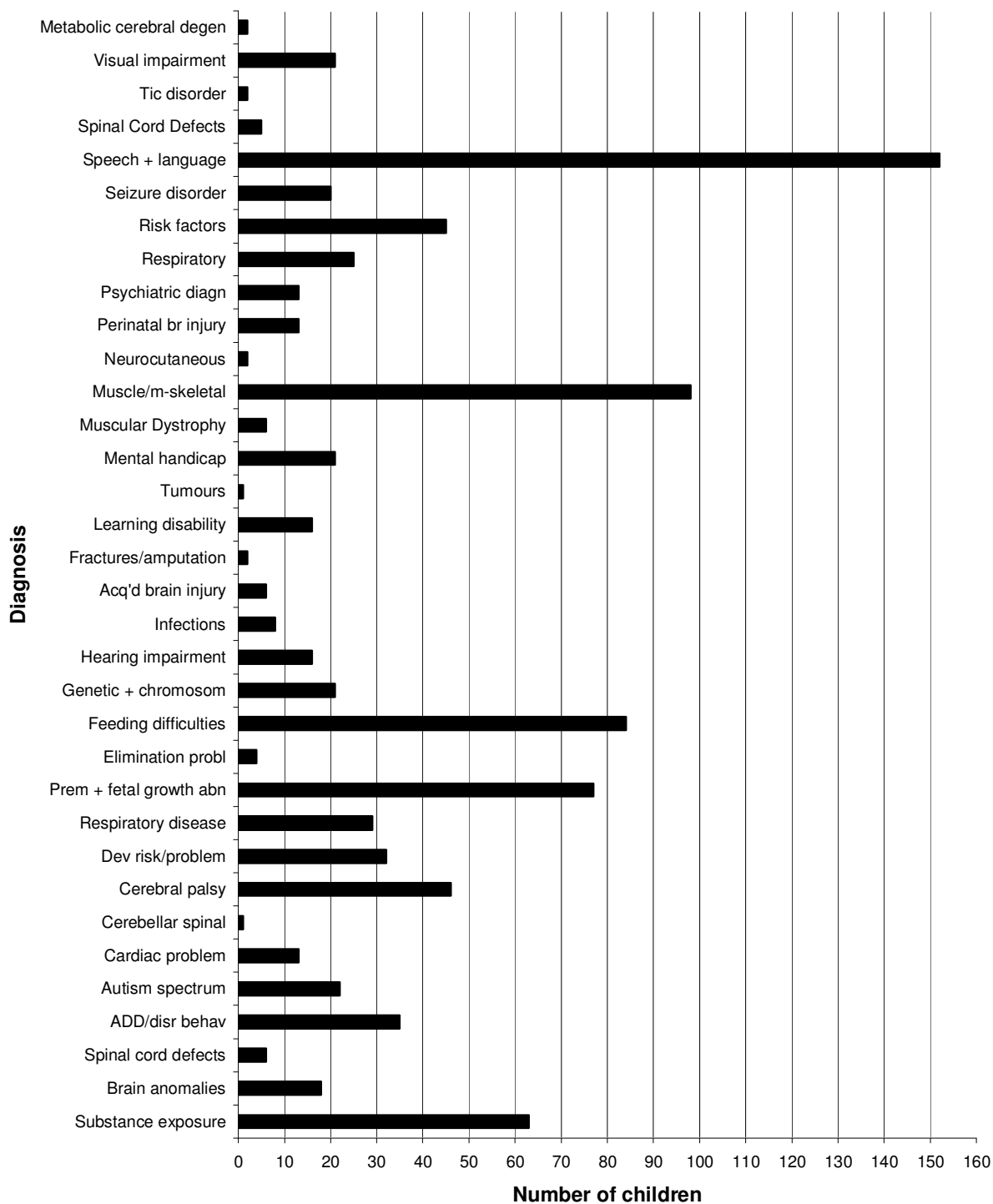
Diagnoses of children on caseload

The following bar diagram depicts the number of children with particular diagnoses, and who received therapy.



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CDC Caseload 2007/08





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Highlights from the year:

- We received \$29,403 dollars from the Vancouver Foundation in April to fund a program review aimed at identifying best practices in early intervention. The data was collected over some months and by January 2008, results had been analyzed and the report completed and posted on our website.
- With support from the Provincial Therapy Advisor, we hosted a 2-day workshop “Setting the Stage for Function” which was presented by Kim Barthell in April. Attendees were occupational therapists, physiotherapists and speech language pathologists from around the north.
- The occupational therapy office was renovated. The resulting space was much more functional and attractive.
- Physiotherapy staff changes: Ka-Kei Yeung, an experienced paediatric physiotherapist from Toronto, joined us in April. Angela Naeth, physiotherapist, left in order to pursue her athletics dreams and was replaced by Jaclyn Sedo, paediatric physiotherapist from Kamloops.
- The physiotherapy section collaborated with Prince George Gymnastics to offer a weekly adapted gymnastics program for children with special needs in May and June.
- The physiotherapists ran a “boot camp” over the summer, which provided a block of intensive treatment for 5 school age children. This provided an opportunity for catch-up of intensive Therapy.
- 12 children on the occupational therapy caseload and 15 on the speech language pathology caseload received weekly enhanced group programming through combined therapy-preschool groups.
- Work towards integration of the CDC therapy services with the speech language pathologist from the Northern Interior Health Unit proceeded steadily. This involved harmonizing clinical systems and philosophies, piloting combined multidisciplinary teams, and merger of the client information databases. This is the only one that has been successful in the province.



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- The Family Service Worker position was brought under the umbrella of the Therapy Department for management purposes. The Family Service Worker continued to be available to all staff and families of the Centre. Two parenting groups were offered. One in October and one in November. The Sunbeams Program, a group for preschoolers who have experienced personal loss, was offered in April. A sibling group was run in March.
- We continued to host a variety of students for practica and observations, including the medical and nursing students from UNBC, family practice residents, and the therapies.
- There was ongoing uncertainty about the direction the Ministry for Children and Families was taking regarding outreach therapy services.
- Occupational therapy staff changes: We were sad to lose two long-serving occupational therapists in February 2008, Les Smith, Senior Occupational Therapist, and Kim Van Heek. We were fortunate to recruit Pat Hamilton to fill the senior position and Sherry Mitchell, both highly experienced paediatric therapists.
- The speech language pathologists made a start on creating a DVD aimed at our northern population. It is designed to show parents and other caregivers how to encourage first words in non-speaking children. The package will consist of video vignettes demonstrating communication facilitation strategies which will also be described in handouts.

I would like to take this opportunity to thank the therapists for the caring, dedicated and expert way in which they have plied their professions. Our assistant, Debbie Harmon has been invaluable. Other departments in the Centre, Early Childhood Education and Administration, are appreciated for their cooperation and support. I would also like to express gratitude to Darrell for his leadership, to the Board of the CPA for their many volunteer hours, to our community partners for their cooperation and to the public of Prince George for their financial support.

Carol Oosthuizen
Director of Therapy



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6.4 Outcome Measures

Goal 1: Stakeholder satisfaction

Families and CDC partners will be satisfied with their interaction with the CDC

Activities

- 1.1. families leaving the CDC service will be given a post-service survey
- 1.2. key external stakeholders will be interviewed by telephone
- 1.3. families receiving Therapy services for at least 6 months, or who have been discharged from Therapy for no more than 2 years, will be surveyed.

Who is responsible and how will it be done?

- 1.1. administrative staff will conduct a brief telephone survey of family satisfaction with services at the time of closing a chart. Responses to be collected in a central place for later analysis.
- 1.2. by research assistants as part of Therapy “Best Practices” research project
- 1.3. by research team as part of Therapy “Best Practices” research project. All families will be given a written questionnaire and volunteer clients will participate in focus groups or individual interviews.

When will data be collected?

- 1.1. throughout the year
- 1.2 & 1.3. June – November 2007

Analysis

- 1.1. done once a year just prior to setting new Centre goals. Analyzed by Management Team.
- 1.2 & 1.3. by research team

Reporting

- 1.1. Executive Director will give feedback to staff, will report to the Board and funders, and will publish results on the CDC website.
- 1.2 & 1.3. written report will be made available to management, Board, staff, clients, funders and will be attached to the AGM report.

Evaluation:

- 1.1. *Post service questionnaire is a work in progress at this time. Although conducting telephone surveys was a possible solution, this has not been successful due to transient clients. The questionnaires will now be given out by therapists and ECE when a client is finished at the Centre.*
- 1.2. *Completed*
- 1.3. *Completed*



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Goal 2: Quality of service

2.1 To help ensure a high quality of service, staff will work in an environment that encourages the development of professional knowledge and expertise.

Activities

Regular staff will participate in continuing education activities.

How will the goal be met?

All regular staff providing direct services to families will participate in a minimum of one full day of a relevant in-service, workshop or conference. ECE and SCDP staff will place attendance certificates in their personnel files. Therapy staff and family service worker will comply with the continuing education requirements of their licensing colleges and professional associations.

Who is responsible and how will it be done?

The Centre will make available the use of its premises and videoconferencing equipment as needed. Staff will be given education leave and funding in accordance with the collective agreement.

Analysis

The Director of Early Childhood Education will monitor staff attendance at continuing education activities.

Therapists and Family Service Worker are required to provide annual proof of licensing and this will serve as validation that they have met continuing education requirements.

Evaluation:

2.1 Presently all staff have participated in at least one conference, in-service or specialized training. This continues to be a goal in Target outcomes 2008/2009 (6.1).

2.2 The work environment will be safe, pleasant and conducive to high quality service delivery.

Activities

Staff will be surveyed in October 2007 with the same questionnaire utilized in the February 2006 Staff Satisfaction Survey.

Analysis and reporting

The Executive Director will analyze the results and report to the management team for discussion and development of any required action items.

The Executive Director will report to the Board and will give feedback to staff.

Evaluation:

This continues to be a work in progress. Staff satisfaction is a continuing goal into the Target Outcomes for 2008/2009 (5.3).



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2.3 Families will receive coordinated care.

Activities

ISP meetings will be offered to an increased number of parents who have more severely involved children, and to others upon parental request.

Who is responsible and how will the goal be met?

2 CDC-hosted ISP meetings will be held per month. Senior staff will identify suitable families and designate coordinators. The Therapy Aide will schedule the ISPs. SCDP-initiated ISP meetings will continue as in the past and will be coordinated by SCDP consultants. ISP coordinators will maintain a log of ISPs held.

Analysis and reporting

The Family Service Worker will review ISP activity annually and will report to the management team.

Evaluation:

Presently ISP meeting are held on an as needed or requested base. A log of ISP meetings is kept in the chart room and on the computer in the shared drive. Details of the meeting are in the children's charts. Management will review and develop realistic policy to meet the needs of families and staff.

Goal 3 Improved access to services

3.1 Therapy outreach service will be expanded to incorporate visits to Mackenzie by an early intervention team.

Activities

Some physiotherapy and occupational therapy time will be dedicated to monthly visits to Mackenzie. The speech language pathology component will be provided by the Northern Interior Health Unit.

Who will be responsible and how will the goal be met?

The Executive Director and Director of Therapy will review funding and strive to recruit additional therapists. Planning of the outreach visits will be done in conjunction with the senior therapists who will implement the new outreach service.

Analysis and reporting

The Director of Therapy and senior therapists will monitor the success and efficacy of the program on an ongoing basis. The Executive Director and Board will be kept informed at frequent intervals. At the end of the first year after implementation, the Director of Therapy will report on the program at the AGM.



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Evaluation:

This is not yet complete due to funding delays by Ministry of Children and Families.

3.2 Early intervention therapy outreach services to communities to the west of Prince George will be expanded.

Activities

New part-time positions for early intervention therapists will be created to enhance the existing service to Vanderhoof, Fort Fraser, Fraser Lake and Fort St James. The SLP service to Fort St. James will be completely new. The use of therapy assistants will be considered.

Who will be responsible and how will the goal be met?

As for 3.1

Analysis and reporting

As for 3.1

Evaluation:

This will not happen. Services will be maintained until community capacity is built.

3.3 Every effort will be made to fill all therapy positions

Activities

Vacancies in the Therapy Department will be well-advertised. Efforts will be made to recruit foreign professionals if local efforts fail.

Who is responsible?

Executive Director and Director of Therapy.

Analysis and reporting

The Board will be apprised of any changes by means of the regular monthly reports. A summary of activities will be included in the AGM report.

Evaluation:

This has been successful with the ability to recruit another physiotherapist. Currently all positions are filled.

Evaluation completed February 2008

Centre Targets completed July 2007



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Motion: **That the Operational Reports be accepted.**
 Moved/Seconded **Joe/Clark** **Carried.**

New Business: NONE

5. Adjournment:

Motion: **That the Annual General Meeting of the Cerebral Palsy Association**
 of Prince George and District be adjourned at 5:45 p.m.
 Moved/Seconded **Joe/Chipman** **Carried.**



President's Report

The CDC

The name means different things to different people.

It's the building on Strathcona Avenue.

It's the children, family, staff and volunteers.

With that in mind, the Board of Directors is proposing to change the name of the Association from *The Cerebral Palsy Association of Prince George and District* to **The Child Development Centre of Prince George and District Association**.

This new name reflects what the staff, clients, community, and funders already call it. It also encompasses the multitude of services that are now provided at *the CDC*, compared to when it first opened up in 1968.

The CDC

Is an organization that is recognized by its peers (3 year CARF Accreditation) and the community.

The CDC

Is staffed by dedicated employees who work day in and day out to improve the well being of children of special needs.

Thank you to my fellow Members of the Board who give their time and effort on a volunteer basis to help provide governance to *the CDC*.

THANK YOU!

Philip H. Foucher,
President

Financial Statements of

**CEREBRAL PALSY
ASSOCIATION OF
PRINCE GEORGE AND
DISTRICT**

Year ended March 31, 2009



KPMG LLP
Chartered Accountants
Suite 400 - 177 Victoria Street
Prince George, BC V2L 5R8
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AUDITORS' REPORT TO THE MEMBERS

We have audited the statement of financial position of Cerebral Palsy Association of Prince George and District as at March 31, 2009 and the statements of operations, changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many charitable organizations, the Association derives revenue from donations and certain fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Association, and we were not able to determine whether any adjustments might be necessary to donations revenue, fundraising revenue, Dutch Auction revenue, revenue over (under) expenditure, assets and net assets.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the donations and Dutch Auction revenue referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2009, and the results of its operations and its cash flows for the year then ended, in accordance with Canadian generally accepted accounting principles. As required by the Society Act of the Province of British Columbia, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Chartered Accountants
Prince George, Canada
May 14, 2009

CEREBRAL PALSY ASSOCIATION OF PRINCE GEORGE AND DISTRICT

Statement of Financial Position

March 31, 2009, with comparative figures for 2008

	2009	2008
Assets		
Current assets:		
Cash	\$ 688,587	\$ 543,391
Accounts receivable	27,092	154,442
Prepaid expenses	924	990
	<u>716,603</u>	<u>698,823</u>
Capital assets (note 3)	1,176,714	1,283,915
Restricted cash (note 4)	117,826	17,826
	<u>\$ 2,011,143</u>	<u>\$ 2,000,564</u>

Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 20,121	\$ 44,902
Accrued payroll expenses	214,998	238,085
Deferred revenue (note 5)	385,598	359,441
	<u>620,717</u>	<u>642,428</u>
Deferred capital contributions (note 6)	1,147,853	1,125,824
Net assets:		
Invested in capital assets (note 7)	146,688	175,918
Unrestricted	95,885	56,394
	<u>242,573</u>	<u>232,312</u>
Contingencies (note 8)		
	<u>\$ 2,011,143</u>	<u>\$ 2,000,564</u>

See accompanying notes to financial statements.

On behalf of the Board:

Director

Director

CEREBRAL PALSY ASSOCIATION OF PRINCE GEORGE AND DISTRICT

Statement of Operations

Year ended March 31, 2009, with comparative figures for 2008

	Budget 2009	Actual 2009	Actual 2008
Revenue:			
Province of BC	\$ 2,439,442	\$ 2,412,071	\$ 2,285,759
Child Care Operating Fund	85,699	82,011	96,936
Royalties income	-	4,303	-
Program fees	490,717	452,086	472,334
Fundraising	91,800	51,199	38,702
Gaming	102,000	45,130	97,729
Donations	12,000	8,018	11,469
Miscellaneous	(33,300)	12,411	11,993
Amortization of deferred contributions	71,000	77,971	78,862
	3,259,358	3,145,200	3,093,784
Expenditure:			
Amortization	110,000	106,093	109,576
Audit and legal	20,000	8,704	13,984
Authorizations	-	17,404	26,270
Bank charges	10,000	15,869	12,271
Computer repairs and maintenance	7,200	6,316	5,521
Food and recreation	11,200	10,121	10,855
Fundraising expenditures	37,780	27,343	31,970
Insurance	11,533	10,374	10,524
Janitorial	40,000	38,389	40,608
Office and general	5,700	44,006	56,034
Purchased services	-	8,830	9,453
Repairs and maintenance	27,000	38,484	29,045
Staff development	17,667	14,546	16,722
Staff recruiting	11,400	5,534	5,403
Supplies	51,555	13,444	53,385
Supported Child Development			
Telephone	15,700	17,931	17,862
Travel	34,530	36,349	36,260
Utilities and rent	27,250	29,907	27,255
Wages	2,826,524	2,685,295	2,617,629
	3,265,039	3,134,939	3,130,627
Revenue over (under) expenditure for the year	\$ (5,681)	\$ 10,261	\$ (36,843)

See accompanying notes to financial statements.

CEREBRAL PALSY ASSOCIATION OF PRINCE GEORGE AND DISTRICT

Statement of Changes in Net Assets

Year ended March 31, 2009, with comparative figures for 2008

	Invested in Capital Assets	Unrestricted	2009 Total	2008 Total
Balance, beginning of year	\$ 175,918	\$ 56,394	\$ 232,312	\$ 269,156
Revenue over (under) expenditure for the year (note 7)	(28,122)	38,383	10,261	(36,844)
Purchase of capital assets	10,200	(10,200)	-	-
Disposal of capital assets, net	(11,308)	11,308	-	-
Balance, end of year	\$ 146,688	\$ 95,885	\$ 242,573	\$ 232,312

See accompanying notes to financial statements.

CEREBRAL PALSY ASSOCIATION OF PRINCE GEORGE AND DISTRICT

Statement of Cash Flows

Year ended March 31, 2009, with comparative figures for 2008

	2009	2008
Cash provided by (used in):		
Operations:		
Revenue over (under) expenditure	\$ 10,261	\$ (36,844)
Add items not involving cash:		
Amortization	106,093	109,576
Amortization of deferred contributions	(77,971)	(78,862)
Change in non-cash operating working capital:		
Accounts receivable	127,350	(65,599)
Prepaid expenses	66	(477)
Accounts payable and accrued liabilities	(24,781)	(2,548)
Deferred revenue	26,157	134,302
Accrued payroll expenses	(23,087)	10,986
	144,088	70,534
Investment:		
Proceeds from disposal of capital assets	11,308	-
Purchase of capital assets	(10,200)	(51,598)
Deferred contributions	100,000	35,502
	101,108	(16,096)
Increase in cash during the year	245,196	54,438
Cash and cash equivalents, beginning of year	561,217	506,779
Cash and cash equivalents, end of year	\$ 806,413	\$ 561,217

Cash and cash equivalents is comprised of cash and restricted cash.

See accompanying notes to financial statements.

CEREBRAL PALSY ASSOCIATION OF PRINCE GEORGE AND DISTRICT

Notes to Financial Statements

Year ended March 31, 2009

Cerebral Palsy Association of Prince George and District (the "Association") is registered under the Society Act of the Province of British Columbia. It operates the Child Development Centre in Prince George, British Columbia.

1. Significant accounting policies:

(a) Capital assets:

Capital assets are stated at cost. Amortization is provided annually by the Association on a straight-line basis at the following rates:

Automotive	10%
Building	5%
Computer equipment and software	25%
Machinery and equipment	15%
Furniture and fixtures	15%
Fencing	10%
Playground equipment	10%

(b) Impairment of long-lived assets:

Long-lived assets including property, plant and equipment and certain other long-lived assets are amortized over their useful lives. The Association periodically reviews the useful lives and the carrying values of its long-lived assets for continued appropriateness. The Association reviews for impairment long-lived assets (or asset groups) to be held and used whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. If the sum of the un-discounted expected future cash flows expected to result from the use and eventual disposition of an asset is less than its carrying amount, it is considered to be impaired. An impairment loss is measured at the amount by which the carrying amount of the asset exceeds its fair value. When quoted market prices are not available, the Association used the expected future cash flows discounted at a rate commensurate with the risks associated with the recovery of the asset as an estimate of fair value.

(c) Revenue recognition:

The Association follows the deferral method of accounting for contributions.

The Association receives contract revenue from the Provincial government and other funding sources. Revenue is recorded as revenue in the period to which it relates. Monies approved but not received at the end of the year are accrued. If a portion of revenue relates to a future period, it is deferred and recognized in that subsequent period.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

CEREBRAL PALSY ASSOCIATION OF PRINCE GEORGE AND DISTRICT

Notes to Financial Statements

Year ended March 31, 2009

1. Significant accounting policies (continued):

(d) Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. New accounting pronouncements:

Accounting pronouncements issued and effective for the current fiscal year:

Effective April 1, 2008, the Association implemented Handbook Section 1400, General Standards of Financial Statement Presentation, which includes requirements for management to assess and disclose an entity's ability to continue as a going concern. Management has made its assessment and concluded there is no issue regarding the Association's ability to continue as a going concern based on the assumption that the current funding levels are maintained and any committed additional future funding is received. If there are significant declines in funding, expenditures will be adjusted to match committed funding.

Effective April 1, 2008, the Association adopted Handbook Section 1535, Capital Disclosures. Under this new standard, the Association is required to disclose both qualitative and quantitative information that enables users of the financial statements to evaluate the Association's objectives, policies, and processes for managing capital. It also includes disclosure regarding what the Association regards as capital, whether the Association has complied with any external requirements and in the event of non-compliance, the consequences of not complying with these capital requirements (note 10).

Accounting pronouncements issued but not yet effective:

In September 2008 the CICA made certain amendments to the Handbook Section 4400, Financial Statement Presentation by Not-for-Profit Organizations, and Section 4470, Disclosure of Allocated Expenses by Not-for-Profit Organizations. The Amendments are effective for the Association's fiscal year commencing April 1, 2009 and include removal of requirements to treat net assets invested in capital assets as a separate component of net assets.

CEREBRAL PALSY ASSOCIATION OF PRINCE GEORGE AND DISTRICT

Notes to Financial Statements

Year ended March 31, 2009

2. New accounting pronouncements (continued):

Accounting pronouncements issued but not yet effective (continued):

The Accounting Standards Board and the Public Sector Accounting Board issued an invitation to comment in January 2009 seeking comments on the future financial reporting by not-for-profit organizations in Canada. The Accounting Standards Board is responsible for establishing the financial reporting standards for private sector not-for-profit organizations and the Public Sector Accounting Board has authority for standards for not-for-profit organizations controlled by a government.

The Association is currently reporting in accordance with accounting standards established by the Accounting Standards Board. There are, however, a number of options regarding future financial reporting models including IFRS and Public Sector accounting standards, either as they currently exist or supplemented with special rules for not-for-profit entities or essentially the same standards as are currently being followed. The outcome of deliberations by the two Canadian accounting standard setting bodies will ultimately determine the standards to be applied by the Association.

Section 3862, Financial Instruments – Disclosure, and Section 3863, Financial Instruments – Presentation, which require expanded financial instruments disclosure and presentation standards from those prescribed in Section 3861, Financial Instruments – Disclosure and Presentation, including increased emphasis on disclosures about the nature and extent of risks arising from financial instruments and how the entity manages those risks. However, the CICA announced during the Association's 2008 fiscal year that not-for-profit organizations, including entities such as the Association, may elect to continue to apply Section 3861 in place of sections 3862 and 3863. Accordingly, the Association has elected to continue to apply the financial instruments disclosure and presentation standards in Section 3861 in its March 31, 2009 financial statements.

In February 2008, the CICA issued Handbook Section 3064, Goodwill and Intangible Assets, which replaced existing Handbook Section 3062, Goodwill and Other Intangible Assets, and Handbook Section 3450, Research and Development. The new standard provides guidance on the recognition, measurement, presentation and disclosure of goodwill and intangible assets. This standard is effective for the Association's fiscal year commencing April 1, 2009.

The Association is currently evaluating the impact of these accounting standards for fiscal year 2010.

CEREBRAL PALSY ASSOCIATION OF PRINCE GEORGE AND DISTRICT

Notes to Financial Statements

Year ended March 31, 2009

3. Capital assets:

			2009	2008
	Cost	Accumulated amortization	Net book value	Net book value
Automotive	\$ -	\$ -	\$ -	\$ 13,107
Building	1,899,617	888,036	1,011,581	1,073,689
Computer equipment	117,404	92,144	25,260	32,396
Equipment and furnishings	488,171	442,949	45,222	55,379
Fencing	8,772	6,553	2,219	3,174
Land	35,188	-	35,188	35,188
Playground equipment	137,374	80,130	57,244	70,982
	\$ 2,686,526	\$ 1,509,812	\$ 1,176,714	\$ 1,283,915

4. Restricted cash:

	2009	2008
Direct Access Funding	\$ 117,826	\$ 17,826

5. Deferred revenue:

Deferred revenue represents funds received for specific programs for which the related expenditure will not be incurred until a subsequent period.

	2009	2008
Balance, beginning of year	\$ 359,441	\$ 225,139
Less: amount recognized as revenue during the year	(155,680)	(109,463)
Add: amounts received for subsequent periods	181,837	243,765
	\$ 385,598	\$ 359,441

CEREBRAL PALSY ASSOCIATION OF PRINCE GEORGE AND DISTRICT

Notes to Financial Statements

Year ended March 31, 2009

5. Deferred revenue (continued):

Balance consists of:

	2009	2008
Dutch Auction proceeds	\$ 88,723	\$ 75,993
Specific donations	34,700	39,595
Province of British Columbia	88,779	157,779
Crayon and colouring books	71,564	53,094
Direct access	65,001	23,600
Other	36,831	9,380
	\$ 385,598	\$ 359,441

6. Deferred contributions:

- (a) Deferred contributions related to capital assets represent unspent restricted contributions and restricted contributions with which the Association's building, automotive equipment, playground and other assets were originally purchased.

Deferred contributions are as follows:

	2009	2008
Unamortized deferred capital contributions	\$ 1,030,026	\$ 1,107,998
Unspent deferred capital contributions	117,827	17,826
	\$ 1,147,853	\$ 1,125,824

- (b) The changes in deferred contributions for the year are as follows:

	2009	2008
Balance, beginning of year	\$ 1,125,824	\$ 1,169,185
Amortization to revenue	(77,971)	(78,862)
Amounts received in the year	100,000	35,501
	\$ 1,147,853	\$ 1,125,824

CEREBRAL PALSY ASSOCIATION OF PRINCE GEORGE AND DISTRICT

Notes to Financial Statements

Year ended March 31, 2009

7. Investment in capital assets:

(a) Investment in capital assets is calculated as follows:

	2009	2008
Capital assets	\$ 1,176,714	\$ 1,283,915
Amounts financed by:		
Deferred contributions - spent	(1,030,026)	(1,107,997)
	\$ 146,688	\$ 175,918

(b) Change in net assets invested in capital assets is calculated as follows:

	2009	2008
Excess of revenues over (under) expenditure:		
Amortization of deferred contributions related to capital assets	\$ 77,971	\$ 78,862
Amortization of capital assets	(106,093)	(109,576)
	\$ (28,122)	\$ (30,714)

8. Contingencies:

(a) Healthcare Benefit Trust:

The Association belongs to the Health Employers Association of B.C. Healthcare Benefit Trust (the "Trust"), which covers group long-term disability, life, accidental death and dismemberment, extended health, and dental claims for certain employee groups of the Association and other provincially funded organizations. As at December 31, 2008 this plan disclosed a \$260.2 million unfunded actuarial liability resulting mainly from long-term disability claim costs exceeding the related contributions and unfavourable investment results.

The actuary does not attribute the unfunded liability to individual employers. Consequently, the Association's share of this unfunded liability cannot be determined. Each employer expenses contributions to the Trust in the year in which payments are made. The Association paid \$76,501 (2008 - \$69,452) for employer contributions to the plan in 2009.

CEREBRAL PALSY ASSOCIATION OF PRINCE GEORGE AND DISTRICT

Notes to Financial Statements

Year ended March 31, 2009

8. Contingencies (continued):

(b) Municipal Pension Plan:

The Association and its fulltime employees contribute to the Municipal Pension Plan (the plan), a jointly-trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 140,000 active members.

Every three years an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The most recent valuation as at December 31, 2006 indicated an over funded asset of \$438 million for basic pension benefits. The next valuation will be as at December 31, 2009 with results available in late 2010. The actuary does not attribute portions of the over funded asset to individual employers. The Association paid \$118,269 (2008 - \$101,406) for employer contributions to the plan in 2009.

9. Fair value of financial assets and financial liabilities:

The carrying values of cash, accounts receivable, accounts payable and accrued liabilities, accrued payroll expenses and deferred revenue approximate their fair value due to the relatively short periods to maturity of these items.

Unless otherwise noted, it is management's opinion that the Association is not exposed to significant interest, currency or credit risks arising from these financial instruments.

10. Capital management:

The Association's objective when managing capital is to fund its operations and capital asset additions. The Association manages their capital structure and makes adjustments based on available funding and economic conditions. Currently, the Association's strategy is to monitor expenditures to preserve capital in accordance with budgeted funding granted by each funding agency.

The Association is not subject to debt covenants or any other capital requirements with respect to operating funding. Funding received for designated purposes must be used for the purposes outlined in the funding contract. The Association has complied with the external restrictions on the funding provided.

CEREBRAL PALSY ASSOCIATION OF PRINCE GEORGE AND DISTRICT

Notes to Financial Statements

Year ended March 31, 2009

11. Economic dependence:

A substantial portion of the Association's funding is derived from the Province of British Columbia. Any disruption of this funding would have a negative effect on the operation of the Association.

12. Income taxes:

As a result of its not-for-profit status, the Association is not subject to income tax.

13. Budget figures:

Budget figures included in the financial statements are unaudited.

14. Comparative figures:

Certain of the comparative figures have been reclassified to conform with the financial presentation adopted for the current year.



Executive Director's Report

Last year presented a number of challenges within our operations. I continue to be very impressed with the resilience of our staff in overcoming difficult situations.

As the recruitment process for therapists is often quite lengthy, working to fill multiple positions creates substantial challenges. Last year we faced vacancies in all three specializations of therapy. In addition, our long-time Director of Therapy moved on to another opportunity part way through the year. This created a very challenging situation. However, it also presented a unique opportunity. Over the last year I have worked far more closely with our senior therapists. This collectively provided us with a greater understanding of each others' areas of responsibility and related challenges. I would like to thank everyone within Therapy that worked additional hours and took on additional responsibilities over the last year; you made the best of a difficult situation.

Preparing for our CARF accreditation survey represented another major challenge. While this was our third round of accreditation, preparations still required substantial work. We reviewed all of our open charts and personnel files. We substantially revised a number of our planning documents, including our strategic plan. We undertook a major revision of our policies and procedures, and we improved a number of our internal processes and updated many of our forms.

Accreditation is benefiting our organization, and it will take less and less time to maintain. CARF is also helping guide us to a more systematic approach to our operations – something that coincides nicely with my own beliefs. I would like to thank the staff that helped us prepare so well for this year's survey.

Our largest ongoing challenge is the financially limited environment that we operate within. While all of our departments would benefit from additional resources, this need is becoming increasingly pronounced within Therapy; the Department has faced dramatic increases in demand over the last several years with no appreciable increase in staffing levels.

In the last two years we have also witnessed increasing demands on our Supported Child Development Program (SCDP). In the absence of funding increases, it is predictable that we will be running larger waitlists within the Program in the future. I commend the SCDP staff; to date you have largely been able to mitigate the impacts of growing demands by providing very efficient services.

Given the current direction of the provincial government, it is extremely unlikely that we will experience financial relief anytime soon. I am working to help avoid potential funding cuts in the 2010/2011 fiscal year.

It is becoming increasingly important that we operate as efficiently and effectively as possible. Last year we implemented changes that are now saving the Centre an estimated \$60,000+ per year. Some of these changes were difficult, but important. We reduced our toddler daycare and preschool spaces. In their place we have increased our specialized preschool classes. The change



allowed us to serve more children at a reduced price, while shifting additional resources to supporting children with developmental delays.

I would like to thank all staff that put in extra effort last year to help ensure a successful year. Your efforts are greatly appreciated.

Darrell Roze,
Executive Director



Nominating Committee Report

The Nominating Committee operates as a committee of the whole of the Board.

The following provides a listing of current positions as well as nominees.

One year remaining:

Glenda Prkachin
Calvin Joe
Helen Chipman
Alan Clark
Kristina Nelles

Two years completed:

Philip Foucher
Valerie O'Connor
Gary Russell
Jos Van Hage

Resignations: None

Nominees:

We are pleased to announce that the following people have decided to let their name stand for a two-year term with the Prince George & District Cerebral Palsy Association.

- * Philip Foucher
- * Valerie O'Connor
- * Gary Russell
- * Jos Van Hage

The above provides for 9 Board Members for 2009/2010. The Nominating Committee will present to the Annual General Meeting, September 29, 2009; that (*) be **elected** to the Board of Directors of the Cerebral Palsy Association of Prince George and District for a two-year term expiring at the 2011 Annual General Meeting.

Respectfully submitted

Nominating Committee



Operational Reports

Resource Development and Community Relations

- The Prince George Free Press organizes a “Best of Prince George” nomination contest in different categories for the public annually. The CDC placed in two areas: Daycare - 1st place, and Best Playground -2nd Place
- MLA Shirley Bond dropped by to wish staff a Merry Christmas, left cookies and a card.
- Minister Rich Coleman and MLA Bond presented \$100,000 towards our Parking Lot expansion.
- The Child Development Centre hosted the BCACDI meeting in Prince George with a warm Prince George reception at Exploration Place.
- We hosted the Variety’s Buddy Bear event in our playground.

Community Presentations:

We participated in a number of exhibits, including the Ministry of Children and Families to meet ministry staff and another with Volunteer PG in Pine Centre Mall.

Bingo:

We now receive our funding for the Bingo in one lump sum annually by direct deposit. We no longer have to provide volunteers for Bingo games; however, we must track volunteer hours as we can use these as in-kind on grants.

Child Development Centre Endowment Fund Grows:

Our Endowment Fund managed by the Prince George Community Foundation continues to grow. Jim and Noreen Rustad provided a \$10,000 donation to help push our fund over the \$20,000 mark, we now will start to earn interest. Donations are accepted at the PGCF office or at the CDC for the fund.

Community Group Fundraisers:

- Walmart held their annual BBQ, donating over \$3,000 for the CDC.
- Disney’s High School Musical/ PG Citizen raised over \$900 for the CDC in February.
- We received a grant from the Elks Club of \$3000.
- Knights of Columbus presented us with \$1,000.
- Kiwanis held a Texas Hold’Em with us resulting in a \$3000 donation.
- Country Christmas Concert – Shawn Hogan and The Wolf hosted the Annual Country Christmas Concert in December resulting in a \$500 donation, and there were many other donations from service clubs and organizations throughout the year.

Crayons & Colouring Book Capital Campaign:

With the addition of the Direct Access grant our total for this project sits at over \$171,550. We hope that this will enable us to start the Parking Lot project this year.



Early Childhood Education (ECE) and Supported Child Development Program (SCDP) Report

Highlights:

SCDP 12th Annual Conference, April 5, 2008

124 participants attended a key note address, plus one session in the morning and one in the afternoon. There were nine topics to choose from. The evaluations were very positive.

Family Focus:

CDC staff provided the children's program for families participating in the Family Focus Conference hosted in Prince George over the May long weekend, May 16-19 2008. Families from all over the province attended this conference.

CDC participated in the **Early Years Health Fair**, held at the Exploration Place, with other health care service providers in the community. We partnered with the Aboriginal Supported Child Development Program (ASCDP) and manned a booth with information on Learning through Play.

Two **summer students** were hired through HRDC for 10 weeks in July and August. Logan Flavel-Keim and Dana Johnson supported the daycare programs.

Two **Kindergarten Readiness** sessions were offered over the summer. This program focused on skills to help children enter Kindergarten.

September was very busy with new children in all programs. There were some staffing changes amongst the teaching teams. All rooms began a new year with busy schedules.

Hot Lunch program continued through out the year for the 40 children attending daycare on Mondays. The three daycare programs subsidized 318 children's lunches with nutritional foods this past year.

The twelve daycare children were funded to attend a **gymnastics program** for sixteen sessions over four months. A special thanks to Ka-Kei and Rolf for providing this wonderful opportunity for the children.

Thanksgiving lunch was provided to all daycare families on October 10th. The lunch was appreciated and enjoyed by all families.

Partnerships in Creating Inclusive Child Care Settings for Young Children training program was offered for 5 weeks to community child care providers. This was offered through October and November.



The ECE programs sponsored ECE **practicum students** through out the year from CNC, Aboriginal ECE and Northern Lights. We hosted nursing students from Korea and UNB.

The Centre buzzed with the excitement of **Christmas activities**. The Board and Variety Angel Fund provided funding for the CDC to host a “Breakfast with Santa” at the Royal Canadian Legion. Care Free sponsored a “Tour of Lights” for our families which is always well attended.

CDC hosted **transition meetings with School District #57** for children attending kindergarten in September 2009. Northern Interior Health Unit and Aboriginal Supported Child Development along with the CDC staff participated.

We had our challenges over the past year finding qualified casual staff to cover our ECE and SCDP staff when they are on holidays, sick time and/or leaves. We did manage to keep all programs running with no interruption of services to our families ☺

Stats for ECE Department:

1 F.T.E. program Director for ECE/SCDP

10.03 F.T.E. staff

Daycare	40 full time spaces
Toddler Preschool	40 spaces
Young Explores (3-5 year old)	70 spaces
McGee House (specialized groups)	50 spaces

Stats for SCDP:

2.5 F.T.E. consultants

13.15 F.T.E. SCDP support staff

The program supported 20 community child care programs with 14 support staff.

I would like to thank *Marylynn, Candis, Julia, Terri, Christy, Rita, Misty, Nicki, Kylee, Kim, Esme, Heather, Renae, Karen, Tammi, Sonya, Coralie, Lil, Wendy, Donna, Tanya, Lynda, Maureen, Patty, Iris, Colleen, Billie, Susan, Susannah, Kim W, Kelly, Angela, Sheena, Leola, Margot, Patty L. and Lorretta* for their dedication to our children and families. Thank you all for your service this past year. Positive comments from the parent evaluations affirm your efforts of support to families and providing quality programming for all children.

Submitted by

Sharon Beetlestone

Director of ECE/SCDP



Therapy Department

Physiotherapy

Although there is a critical shortage of physiotherapists in the north, we are fortunate to be close to being fully staffed, with 4.5 Full Time Equivalent [FTE] positions, shared by 7 physiotherapists. Our flexibility in allowing therapists to work part time while they raise their families has helped to ensure that we maintain an educated workforce.

After many years of service Linda Martindale has retired. She was a very skilled infant therapist and we certainly miss her contributions to the centre. We were fortunate to be able to hire Cleo Lajzerowicz who is a graduate of the new UBC Masters in Physiotherapy Program, who is expected to be the Outreach Physiotherapist to Mackenzie.

Referrals: Referrals were down very slightly this year, 220 to 213, reflecting the fact that we no longer provide therapy services to Vanderhoof, Ft. Fraser and Ft. St. James. Caseloads have remained constant at over 80 for a FTE. This is significantly higher than what is recommended in the '*manageable workload measure pediatric guidelines*'. I am impressed by the level of dedication shown by our physiotherapists in trying to keep up with referrals and not relying on a waitlist, however I am concerned that the ongoing frustration of not being able to provide an optimal service will be detrimental to staff as well as to the clients.

Request for Service: 40 % of physiotherapy referrals are for Muscular-Skeletal concerns, 25% are for Gross Motor Delay and 30% for Neonatal Follow-up and Neurological concerns.

Perhaps the most interesting statistic is the age at referral. Over half the children referred for physiotherapy are under one year of age and this trend is continuing lower. Over the last 6 months, 25% were under 2 months of age!

Programs:

- We continue to improve on our Transition Program and are very proud of the success of this important area of service. Children from 4 to 6 years of age are seen by a single physiotherapist who coordinates all their physiotherapy needs during their entry into kindergarten and then into grade one. Both parents and teachers are very positive about this program.
- Outreach to Valemount and McBride continues and to Mackenzie is expected to begin this year.
- PT and OT have successfully combined expertise to provide pre-kindergarten groups running all this winter and spring.
- The second summer Boot Camp was successful and will be repeated next summer.
- We have used the resources of the At Home Program in order to provide intensive therapy to select school aged children through the year.
- The Swim Program continues weekly and is very beneficial to children confined to wheelchairs.
- Our Orthotics loan program continues to run successfully and we look forward to expanding it, thanks to a generous monetary contribution from the community Shriners. The new program will be extensive and unique provincially, whereby a variety of orthotics options can be offered to our children.



Community Partners:

Our close liaison with the Neonatal Intensive Care Unit has ensured that infants at risk in this community are not missed and receive the best care possible from the onset.

Llaesa continues in her role as the Northern Physiotherapy Advisor to IDP as well as the Northern representative on the Pediatric Physiotherapy Council. We have had input into the development of the projected UNBC Physiotherapy program and look forward to ongoing partnership with UNBC.

Therapists continue to work with other agencies including the School District, IDP, Aboriginal Infant and Family Development Program, PG Gymnastics, the Aquatics Centre, PG Surg Med, Caribou Orthotics and Northern Health. We continue to hold monthly clinics here with Dr. Nelson, pediatric orthopedic surgeon.

Physiotherapy students regularly train here, and along with OT and SLP, we provide orientation to the medical students.

Education and Research:

The number of courses attended by physiotherapists this year are too numerous to list, however all therapists have shown a commitment to their continued education. This is so important to the well being of the children, ensuring that the skills and information we have are the best and the most up to date available.

Our newest PT, Cleo, has been invited to participate in a research project with Sunnyhill investigating the effects of positioning devices on the quality of life for the child and family. This is a good opportunity for the centre to be seen as a vibrant and academically focused centre, especially with the advent of the UNBC program.

Ka-Kei is the Newsletter Coordinator for the Pediatric Division of the Canadian Physiotherapy Association which will again bring national attention to the work being done in Prince George. She has also been a member of a provincial committee looking into the benefits and drawbacks of the Primary Therapist Model of care. Lynn continues to be involved with the CanChild project out of McMaster University and Fabiola has focused on Pediatric Pain and has taken courses and given presentations on this topic.

It is indeed a pleasure to work with such an impressive team of therapists who show their dedication to their work daily and are always willing to do whatever it takes to provide the highest quality of physiotherapy to the children of our community.

Llaesa North
Senior Physiotherapist



Occupational Therapy

This was once again another busy year. In Occupational Therapy we have run with a 40% shortage of staffing for most of the year and over a 60% shortage following a maternity leave. This does not include the fact that we continue to be chronically understaffed as noted by recommended guidelines outlined in the Preferred Practice Guidelines for BC Pediatric Therapist 2008; Published by Therapy BC. Referrals are slightly down from the previous year though much of this is due to the fact that we have been unable to accept many of the referrals, discontinuing private school contracts, contracts through CDBC (Complex Developmental Behavioural Conditions) etc. However, the of the referrals we have received continues to grow.

Significant Events and highlights for 2008-2009 year:

- ❖ On September 16, 2008 the Centre suffered a great loss when Anu Tirrul-Jones was taken from us in a car accident. As our outreach Occupational Therapist she left a very large hole in our department which has yet to be filled. Her loss has been difficult on the whole therapy department and we are slowly working through our grief. Though healing in these situations is slow I feel we are finally on the mend. She will always be greatly missed.
- ❖ Changes to the contract with the Ministry for Children and Family Development (MCFD) on December 31, 2008 have changed our outreach service boundaries. We are now covering the Robson Valley and starting to implement a plan to provide services to Mackenzie and area. Currently children in need of service from Mackenzie or Fort Ware are coming to the Centre for services. Contracts with School District 91 were discontinued at the same time as EIP services.
- ❖ With the loss of two long term staff, Les Smith and Kim Van Heek in March 2008, we have experienced much change in the OT department this year. We were very happy to recruit two experienced therapists Sherry Mitchell and Pat Hamilton to fill the spots in May 2008. For a short while we were fully staffed. Jody Edamura stepped down from the senior OT position and Pat Hamilton took up the post. With Jody Edamura on maternity leave we officially had 2 FTE positions vacant. These positions have recently been filled by Kirsten Tennant (1.0 FTE and Jeff Kwantes (0.5 FTE temporary). The OT department has experienced more wait times for initial assessments and treatment due to this. Sherry, Vivienne and Pat had all taken on increased hours to try to provide the basic services needed by the children. Unfortunately Vivienne Barrett-Laplante retired in June 2009.
- ❖ As a whole therapy department we have hired two therapy aides. Colinda has been with us now since July 2008 and Blanche started in March 2009. They have helped us with our staffing shortages by taking on many of the jobs that we are able to assign, enabling therapists to provide more service to children in need. Positive feedback indicates the positions are working to help us provide a more thorough service to our children.



- ❖ The McGhee House is now available to be utilized and because of this Occupational Therapy along with Physical Therapy have developed a treatment group. It hosts 6-8 pre-kindergarten children at one time. This has assisted to treat children that have been sitting on our waitlist.
- ❖ Once again the CDC hosted the Sunny Hill Outreach Seating Team for two seating clinics. Over two sessions, one in May and one in November, 32 children were served. Follow-up for the child's seating and mobility needs was provided by our therapists. These clinics provide a much needed service to the families from our community by allowing them to receive this very specialized service without traveling all the way to Vancouver. Though they are very busy days with some waiting for families, comments are positive from our clients.
- ❖ We also hosted an Assistive Devices Outreach Team from Sunny Hill Health Centre. This is on a much smaller scale assisting 1-2 clients. Again this clinic reduces the amount of travel to Vancouver needed by a family. As part of the service, children involved are able to trial some of the needed equipment to ensure it is the most suitable for the child prior to purchase.
- ❖ The senior occupational therapist's office was moved into the past director of therapy office. The old office has been transformed into an assistive technology room for use with the children. All adapted computer/switch equipment is now in the one location for ease of use.
- ❖ In November 2008 an excellent educational seminar was hosted by the CDC in Prince George. Martha Burns presented on Brain Development and Learning: Implications for Early Intervention. It was enjoyed by all who attended both from the Centre and the surrounding community.
- ❖ We continued to host a variety of students for practica and observations, including the medical and nursing students from UNBC, family practice residents, and Occupational Therapy Students from across the country.

Occupational Therapy Referrals received: April 1, 2008-March 31, 2009

Prince George EIT*	118
Prince George School Age	17
Outreach EIT	8
Outreach School Age	3
TOTAL:	146

*Early Intervention Therapy



Caseload on March 31, 2009

	Prince George - EIT	Outreach - EIT	Prince George School Age	Outreach School Age
Active Clients	60	5	44	**0
Waitlisted Clients	100	1	1	**0
TOTAL: (211)	160	**6	45	**0

** Outreach clients on March 31, 2009 only include the Robson Valley. April 1, 2008-December 2008 the caseload was significantly higher as it included Vanderhoof clients. School age outreach no longer provided.

Family Services

The Family Service Worker position was brought under the Supervision of the Senior Occupational Therapist for management purposes. The Family Service Worker continued to be available to all staff and families of the Centre. We greatly appreciated her assistance with liaison to the ministry, access to funding sources for families and counselling for families who were having difficulty accepting the ongoing problems their child was facing. She also offered several group programs throughout the year. The Sunbeams Program was offered twice to a group of preschoolers who have experienced personal loss. It was offered in September and January. A sibling group was run in the summer in conjunction with boot camp run by the Physical Therapy Department and in March at spring break as well. This is the only group of its kind offered in Prince George.

Family Service Worker April 1 through March 31:

Referrals received	36
Active Clients	16
Waitlisted	16

Conclusion:

I would like to thank Sherry Mitchell, Jody Edamura, Vivienne Barrett-Laplante and Lynnelle Sutherland for the caring, dedication and expert way in which they worked at the Centre throughout the year. I would also like to thank our aids Colinda Harraway and Blanche Walsh for their invaluable service to make therapy a successful endeavour for all our children. I would also like to thank all the other departments in the Centre who without their support and formation of a cooperative working environment we would not be as successful in helping the children that we do.

Respectfully submitted by,
Pat Hamilton B.Sc. O.T. (C)
Senior Occupational Therapist



Speech Language Pathology

Significant Events and highlights for 2008-2009 year:

- ❖ The tragic loss of Anu Tirrul-Jones a well loved and experienced Occupational Therapist in September 2008 has been difficult for all staff. She worked as part of the outreach team with Physiotherapy and Speech Language Pathology staff. She will be missed.
- ❖ Changes to the contract with the Ministry for Children and Family Development (MCFD) resulted in the closure of our outreach program to the Vanderhoof region by December 31, 2008. This contract has been given to the College of New Caledonia Early Intervention services. Staff continue to provide services to the Robson Valley and Prince George.
- ❖ December 1, 2008, Senior Speech Language Pathologist and Therapy Director, Carol Oosthuizen resigned. We thank her for her 14 years of dedicated service to the CDC. Duties that were previously assigned to the therapy director have been distributed amongst the senior therapy staff. Debbie Harmon, Therapy Receptionist, has now come under the supervision of the Senior Speech Language Pathologist. The Speech Language Pathology department has experienced more wait times for initial assessments and treatment with a full time staff vacancy. A new SLP graduate has been recruited to begin in September 2009.
- ❖ September 2008 – A new collaborative program between the CDC and Northern Interior Health Unit (HU) Speech and Language Clinic was implemented to address the joint caseload and waitlist. Speech therapy groups with CDC and HU clients headed by CDC and Health Unit SLP staff and Candis Johnson, ECE were started at the McGhee House. As well, speech therapists were assigned to high needs programs in Prince George.
- ❖ In November 2008 an excellent educational seminar was hosted by the CDC in Prince George. Martha Burns presented on Brain Development and Learning: Implications for Early Intervention.
- ❖ Zoe Watt with initial assistance from Rachelle Viray-Flindall worked most of the year on a DVD project for parents of late talkers. This project is almost complete.

Speech Language Pathology Referrals Received April 1, 2008-March 31, 2009

CDC - Prince George	104
Transferred to PG Health Unit	66
Outreach	23
TOTAL:	193



Caseload on March 31, 2009

	Prince George - EIT	Outreach - EIT
Active Clients	75	10*
Waitlisted Clients	78	0
TOTAL: (163)	153	10

* Outreach clients on March 31, 2009 only include the Robson Valley. April 1, 2008-December 2008 the caseload was significantly higher as it included Vanderhoof clients.

I would like to thank Zoe Watt and Debbie Harmon for their dedicated work for the Centre. Also a big thank you to all the staff at the Centre who make this a great place to work and who help so many children.

Respectfully submitted by,
Joan Beek, M.A., S-LP(C)
Senior Speech Language Pathologist



New Business

Special Resolutions:

When our Association was originally incorporated, our name and constitution were appropriate for our focus and scope of services at that time. 42 years later, we have evolved into a far more diverse organization.

The following resolutions have been designed to update our name and constitution to encompass both current services and what we could reasonably expect to provide in the future. The proposed changes also reflect what we are trying to accomplish – not how we will achieve our goals. This both broadens and simplifies our stated purpose within the Constitution, allowing increased flexibility in how we decide to accomplish our mission and goals. The proposed change also utilizes suggested wording from the Society Guide for British Columbia, 3rd Ed. (Community Legal Assistance Society, 2006).

Special Resolution (a)

Resolved as a special resolution, in pursuance of the provisions contained in the Bylaws of the Society and the *Society Act*, that The Cerebral Palsy Association of Prince George and District adopt the revised name change for the Association of “The Child Development Centre of Prince George and District Association” and present such for filing with the British Columbia Registrar of Companies effective this 29th day of September 2009.”

Special Resolution (b)

Resolved as a special resolution, in pursuance of the provisions contained in the Bylaws of the Society and the *Society Act*, that the Cerebral Palsy Association of Prince George and District”, soon to be registered as “The Child Development Centre of Prince George and District Association”, amend by cancelling the existing Constitution and replacing with the updated and revised Constitution that governs the operation of the Society, and present such for filing with the British Columbia Registrar of Companies effective this 29th day of September 2009.”



Constitution (Proposed)

1. The name of the society is "The Child Development Centre of Prince George and District Association".
2. The purposes of the Society are:
 - a) to provide services and support to improve the social, emotional, physical, cognitive, and communication skills of the region's children, with an emphasis on children with special needs or delays, and children at risk of developing delays;
 - b) to engage in the education and training of health sciences and early childhood education students;
 - c) to engage in and promote childhood development and disability research;
 - d) to promote the importance of early childhood development; and
 - e) to promote the importance for additional support services for children with special needs.
3. The operations of the Society are to be chiefly carried on in or near the City of Prince George, British Columbia.
4. The activities and purposes of the Society shall be carried on without purpose of gain for its members and any income, profits or other accretions to the Society shall be used in promoting the purposes of the Society.
5. No Director or Officer shall be remunerated for being or acting as a Director or Officer, but a Director or Officer may be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the Society
6. Upon winding up or dissolution of the Society, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed in the following manner. All remaining assets will be given to The Cerebral Palsy Association of British Columbia, or other such charitable organizations carrying on business in the Province of British Columbia or elsewhere in Canada as the Directors may decide upon. Remaining assets that are externally restricted (such as B.C. Gaming Commission Funds or assets purchased with gaming funds) and must be utilized within the Province of British Columbia will be given to the Cerebral Palsy Association of British Columbia, or other such charitable organizations carrying on business within the Province of British Columbia as the Directors may decide upon. This provision shall be unalterable.



Agenda

- 1. Opening Remarks by President**
- 2. Approval of the Agenda** p. 4
- 3. Adoption of the AGM Minutes of September 23, 2008** p. 5-21
- 4. Business Arising from the Minutes** p. 5-21
- 5. Reports**
 - 5.1 President's Report p. 22
 - 5.2 Treasurer's Report and Financial Statements p. 23-36
 - 5.3 Executive Director's Report p. 37-38
 - 5.4 Nominating Committee Report p. 39
- 6. Operational Reports**
 - 6.1 Resource Development and Community Relations Report p. 40-41
 - 6.2 Early Childhood Education/Supported Child Development Report p. 42-43
 - 6.3 Therapy Report p. 44-50
- 7. New Business**
 - 7.1 Special Resolutions p. 51-52
- 8. Adjournment**