

MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: KATHRYN DUBICKI, SENIOR DIRECTOR

DATE: FEBRUARY 25, 2024

RE: PROPERTY AND INFORMATION SYSTEMS REPORT

PROPERTY:

Attached is a summary of the properties currently operated by Community Living Brant.

Due to the agency's good financial position over the past several years, overall, the properties continue to be in a good state of repair. In fiscal 2022/2023, yearend spending priorities addressed many identified repair and maintenance issues identified. As previously reported, the Ministry provided \$69,930 in funding for 2023/2024 to address a number of unexpected repair issues.

Community Living Brant continues to monitor and manage the following on-going property issues:

- Asbestos Programs at 20 and 30 Bell Lane—a condition report is done annually to determine if the asbestos continues to be appropriately contained and undamaged. Consultation with Pinchon Environmental is done when repairs or renovations are required. The most recent assessment was completed February 16, 2024. No remediation issues were identified.
- Water conditions in rural properties—Harley and Burford. These two properties are regulated by the Small Waterworks Legislation and regular water testing is done to ensure the water meets the required standards. Additionally, regular maintenance is monitored on the septic systems at these locations.

VEHICLES:

Community Living Brant has a fleet of 31 vehicles. These leased and owned

vehicles include accessible vans, passenger vans, and cars.

Community Living Brant has been able to update all its owned passenger vehicles that were identified as needing replacement. The average age of the owned vehicles is 6 years.

Dunsdon Auto have been retained for Community Living Brant's vehicle maintenance services. To date, we have been very pleased with their work.

INSURANCE:

Intact Insurance continues to be the insurers for Community Living Brant. Community Living Brant continues to retain the Cowan Insurance Group as its insurance brokers. Their role is to work with Community Living Brant to ensure the appropriate coverages are in place at competitive premiums. The insurance program is renewed each April 1st.

Other asset protection strategies in place include:

1. Monitored Sprinkler Systems and Smoke Detector Systems in applicable properties
2. Security Systems—Dalhousie, Dunn, OEYC, Bell Lane Respite
3. Monthly Health and Safety Inspections
4. Annual Inspection by Fire and Health
5. Heating/Air Conditioning Maintenance Contract

INFORMATION SYSTEMS:

The following is an overview of the Information Systems presently operating throughout Community Living Brant.

Computer Systems (Hardware):

Community Living Brant currently has over 151 active computer systems in operation across all locations including:

70	Desktop Systems
77	Laptops
4	Servers

The challenges experienced during the COVID-19 Pandemic resulted in changes to our technology needs. The need for staff to be able to be flexible in

where they work and the ability to access their information necessitated the need for more portable equipment. As such, we invested in laptops (and other portable devices), cameras, and speakers.

Community Living Brant has continued to manage the computer inventory within operating dollars to ensure that we are upgrading older equipment and to ensure staff have the necessary tools to do their work. Currently, 62% of the computer systems are 5 years or newer. Our current planning for 2024 is to ensure any systems not operating optimally are replaced or upgraded.

Software:

The majority of the above systems have been upgraded to the Windows 10 operating system.

In 2023, Community Living Brant completed the implementation of Office 365. This upgrade was in response to recommendations from the Cyber Audit. While the purpose was to increase security, this program also provides many new features that will enhance user capabilities, ie One Drive and Microsoft Teams. To support the computer literacy of our staff, Community Living Brant is offering regular workshops—"Tech Tuesdays". Various topics are offered and staff can sign up to attend.

Other Software Application:

Accounting	Sage Simply Accounting (Premium 2012)
Payroll/HR	Ceridian Dayforce (web based)

As well, Community Support Services and EarlyON Centre have various service related software programs and applications that are used to facilitate supports for people.

As a charity, Community Living Brant is often able to access a program called Tech Soup which allows organizations to purchase software at substantial discounts. However, we are limited, over specified time periods, on the number of licenses that can be purchased.

Service Data Base:

Community Living Brant continues to use the Alliance Information Management System (AIMS) to manage information on people receiving services. Through this web-based system, the following is some of the data we are able to input, track,

and report on:

- People's personal information
- Service Data i.e. hours of support, attendance for Ministry reporting requirements
- Service Activities, Personal Goals and Outcomes, Support Plans
- Documentation
- Incidents/Injuries/Restraints/Serious Occurrences/Complaints

Computer Services:

For more technical work, Community Living Brant utilizes the services of Solutions 2000 for the majority of our computer needs. To date, it remains cost effective to purchase the service.

Solutions 2000 dedicates one day per week to address regular computer maintenance issues. They remain available for emergency or booked services. This arrangement continues to work well.

Website support and hosting is through Octopus Red. In 2020, Octopus Red reviewed the Community Living Brant websites to ensure they met the accessibility requirements that needed to be met by January 1, 2021. All necessary updates were completed. Community Living Brant is currently working with Octopus Red to update the appearance and functionality of the website.

Cyber Security:

Community Living Brant continues to work on the recommendations from the Cyber Audit that was completed in 2020. A training module for all staff that covers protecting their data and how to recognize computer scams and fraud is underway. Random testing on staff compliance and adherence to the best practices will be done in the spring. Our policies and procedures will be updated once all the new systems have been implemented.

The current Insurance Program carries a Cyber Policy to protect against losses resulting from a cyber incident.

COMMUNITY LIVING BRANT

PROPERTY SUMMARY—FEBRUARY 2024

LOCATION (YR CONSTRUCTED)	OWNERSHIP	SQUARE FT. (APPROX.)	CURRENT USAGE	ZONING
STEDMAN BUILD. 20 BELL LANE (1973)	BUILD-MCSS/CLB 80/20 LAND-CITY	5,700	BELL LANE RESPITE	INST.
30 BELL LANE (1972)	BUILD-MCSS/CLB 80/20 LAND-CITY	5,500	EARLYON CENTRE	INST.
DUNN BUILDING 440 ELGIN ST. (1989)	MINISTRY/CLB 80/20	19,780	EMPLOYMENT SUPPORTS, COMMUNITY SUPPORT SERVICES	COMM./ IND.
366 DALHOUSIE ST. (1998)	CLB 100%	6,490	ADMINISTRATIVE OFFICES, COMMUNITY SUPPORT SERVICES	COMM.
RR#2 BURFORD (1983)	MINISTRY 100%	3,000	SUPPORTS 3	UP TO 6
24 RIVA RIDGE (1988)	FOUNDATION	1,532	SUPPORTS 3	UP TO 5
2 FAIRMOUNT AVE. (2002)	FOUNDATION	2,700	SUPPORTS 4	UP TO 6

55 BEAVER CRES. (1988)	FOUNDATION	1,172	SUPPORTS 3	UP TO 4
333 HARLEY RD., HARLEY (1994)	MINISTRY 100%	1,804	LIFE SHARE SUPPORT LOCATION	UP TO 4
111 GILLIN RD. (1991)	MINISTRY 100%	1,950	LIFE SHARE SUPPORT LOCATION ENHANCED SL	UP TO 6
54 BROADWAY ST., PARIS (1993)	MINISTRY/CLB 80/20	1,950	SUPPORTS 3	UP TO 6
12 HAMPTON ST (2008)	MINISTRY 100%	2,768	SUPPORTS 4	UP TO 4
394 PARK RD. N. (2011)	FOUNDATION	2,437	SUPPORTS 4	UP TO 4
45 SPARTAN RD. (1988)	FOUNDATION	1,335	SUPPORTS 2	UP TO 4
51 AMELIA ST., PARIS (2005)	MINISTRY/CLB 67/33 (FOUNDATION LOAN)	2,800	SUPPORTS 4	UP TO 20
1016 COLBORNE ST. (1994)	MINISTRY/CLB 94/6	2,800	RESPIRE	6-10
225 MOHAWK ST.	LEASED BY IND.		SUPPORTS 2 (ENHANCED SL)	N/A

ALBEMARLE	APTS LEASED BY IND.		SUPPORTS 5 (ENHANCED SL)	N/A
LYNNWOOD	APTS LEASED BY IND.		SUPPORTS 8 (ENHANCED SL)	N/A
WEST STREET	APTS LEASED BY IND.		SUPPORTS 2 (ENHANCED SL)	N/A
ZAVARELLA COURT, PARIS	2 UNITS (OWNED BY FAMILY)		SUPPORTS 3 (ENHANCED SL)	N/A