

Executive Director’s - Annual Report

This report of activities of the Coasters Association Inc. have been prepared in order to provide the Board of Directors, Partners, Membership and Volunteers with general information and a summary of the work carried out since April 1st, 2014 to March 31st, 2015 (12 months), as outlined in the activities of the contribution agreement of Canadian Heritage.



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Activity Component #1: Capacity and leadership Development

Operational Structure

Board of Directors

- Preparations for the board meetings held in May, September, November and December, 2014 (YES and coop Voyages CoSte presented at the December meeting, and reporting of activities and events by LTS at the September meeting). Special meeting and regular board meeting held in February, 2015; reporting of activities and events by the CSL at the February meeting. Minutes produced of the meetings, and all follow-up activities carried out. Six meetings in total for the fiscal year of 2014/2015.
- A workshop was carried out by the Director of Programs to the board of directors regarding “Eco-systemic Approach – a training provided by Avenir d’enfants” at the September, 2014, board of directors meeting, to solicit their input and feedback for the development of sustainable social programs. This training looked at the possibility of placing all the systems (family, community school) that affect the child 0-17 and place all programs: Reussire/Reunire (R2) a drop-out prevention program, Basse Cote Nord en Forme (BCFenF), a healthy active lifestyle for youth, Avenir d’enfants, an early childhood development, and the local Foundations (Uni-Aide, Camille Marcoux) under one management.
- An Information Session/Workshop held with the board of directors in February, 2015, regarding Effective Management of the Organization and Organizational Development Strategy (Succession Planning). The succession plan documents will be finalized in 2015/2016; however, it will continue to be a working document of the OSDC for the next five years.
- Produced an annual report for the board of directors 2013-2014 in April, 2014, and was approved at the May board meeting, and six month activity reports (October, 2013 to March, 2014) were prepared by all members of the staff in April, 2014, and approved at the board meeting held in May, 2014.
- Produced six month reports (Executive Director & staff) from April to September, 2014, and approved at the November, 2014, board of directors meeting.
- The auditor was at the office in June, 2014, and the audit was completed in August, 2014, and accepted at the September, 2014, board of directors meeting.

- Produced a chart of scheduled meetings for 2014/2015 for the board of directors, which was approved at the September, 2014, board meeting
- The board of directors, again this year, administered close to a million dollars in funding, thus creating numerous jobs across the LNS, and delivery a number of programs to the people of the coast, in partnership with other organizations.
- The Executive Director met with the President on a regular basis to review and discuss undertakings of the organization and to obtain feedback and approval on initiatives.
- Through partnerships, the board of directors maintained seven (7) locations/sites across the Lower North Shore.

Executive Committee

- The mandate of the Executive Committee was approved at the March, 2014 board meeting and it was reviewed again at the meeting held in May, 2014, by the new board of directors and there were no modifications.
- The Executive Committee held meetings in October, 2014, and in February, 2015. Minutes produced of the meetings.

Organization and Staff Development Committee (OSDC)

- The mandate of the OSDC was approved at the March, 2014 board meeting and it was reviewed again at the meeting held in May, 2014, by the new board of directors and there were no modifications.
- A presentation of the accomplishments, work carried out thus far and the plan of action for 2014/2015 were presented to the board of directors at the September, 2014, board meeting.
- The Organizational & Staff Development Committee held meetings in October, 2014, and in January and March, 2015. Minutes were produced of the meetings. Also, a listing of the new members of the OSDC was produced.
- Drafted an Organizational Development Strategy document for Succession Planning and a Governance Manual. The succession plan documents were approved by the board, as a working document, and the governance manual will be presented to the board in the new fiscal year.

Employee Evaluation Committee

- The mandate of the Employee Evaluation Committee was approved at the March, 2014 board meeting and it was reviewed again at the meeting held in May, 2014, and there were no modifications.

- A meeting of the committee scheduled for December, 2014, was postponed until the new fiscal year, as there were so many dossiers to deal with, the evaluations of the employees were delayed.

Staff

- Attended a CLC training session (Shelley Fequet & Kimberly Buffitt), in April, 2014, regarding fundraising techniques and the sharing of strategies.
- Workshop with staff members in May, 2014, to review the contribution agreement of Canadian Heritage. Notes taken of the meeting, and modifications made to the contribution agreement pertaining to their initiatives.
- Preparations for regular staff meetings in June, September, December, 2014, and in February and March, 2015. Minutes produced of the meetings, and follow-up activities carried out. Five meetings held, three workshops, and a number of training sessions.
- Bi-weekly and/or weekly individual work sessions were held with members of the staff (depending of activities).
- The staff produced monthly charts of activities and events from April, 2014 to March, 2015, for the Executive Director to ensure that the objectives set in their action plans are being adequately carried out, and to keep up-to-date and informed on the monthly activities.
- A chart was produced of all the meetings and training sessions scheduled from April 2014 to March 2015 and was approved at the September staff meeting.
- All staff annually reports, due May, 2014, and bi-annually reports, due September, 2014 and March, 2015, were produced and distributed to the board, partners and government departments.
- In May, 2014, a representative of the CSSSBCN and the CSL attended a training session in Sept-Iles on Eco-systemic approach, and that training was shared with Coasters staff and other organizations.
- A two-day training session was held by Avenir d'enfants in June, 2014, in Lourdes de Blanc Sablon. Three staff members, the Consultant, and twenty (20) representatives from other organizations (e.g. CLC, CSL, CSSSBCN, CLD, MRC, etc.....) were present.
- The Executive Director and Director of Programs attended the NPI retreat, organized by CHSSN, in Quebec City, in May, 2014, and participated in a

two day training session on Collective Impact and Evaluation, given by representatives of Health Canada and the Health Agency of Canada. Another NPI retreat was held in October, 2014, the Director of Programs, Basse Cote Nord enForme Development Agent and Vincent Joncas – CSL attended.

- Participated in a four day conference in Nova Scotia, organized by TAMARCK in June, 2014, on Collective Impact and Evaluation. 500 people from across Canada, representing different groups, attended this conference.
- The Director of Programs participated in two webinars offered by Innoweave (branch of McConnell Foundation) in June, 2014, regarding the development of the LNS co-op, the production of new products, and the importance of hiring a consultant to help.
- Six (6) workshops/training sessions carried out for the youth on the Linking our Youth project, such as: Youth Skills Link Hospitality workshop, Qu'anglo career planning workshop, CSSSBCN dealing with challenging behaviors workshop, CEDEC skills development & Leadership, communication & conflict resolution training.
- A four day training was conducted by the Director of Programs to the councillors of the 2014 KIDS summer camp on day to day operations, camp implementation, behaviour management, communications, conflict resolution and programming.
- A three (3) day training session was carried out in August, 2014, with Permanord, regarding permaculture, all-natural self maintaining garden practices. Priscilla Griffin, Ida Jones & Shelley Fequet participated in the training.
- Participated (Shelley Fequet & Heidi Buckle) – PHASE facilitators, in Canadian Rangers training session in September, 2014.
- A workshop held by the staff “Review and contribute to the Organizational Development Strategy”, in January, 2015.
- A workshop on “Effective management and Succession Planning” in March, 2015.
- Job descriptions and annual charts were updated for the senior staff. A chart developed of steps to take (and/or taken), in receiving a request to change a job title.

- Employed 54 employees across the Lower North Shore in 2014/2015 (Senior day center in Blanc Sablon to hire an Animator, support to the Groupe Accessibility to hire an Animator by March 31st), thus total of 56.

Strategic Plan – Priority Actions

Economic Development

- Vision 20/20 - All the plans were researched, collected and reviewed by the Vision 20/20 working group (comprised of Coasters, CLD, CEDEC and CSL) in April, 2014. Approximately 16 plans reviewed that were developed from 1979 to 2010.
- Two members of the working group, the Coasters (Kimberly Buffitt) and CEDEC (Vicky Driscoll) travelled to the five municipalities in May, 2014, to hold municipal consultations in Chevery, La Tabatiere, St. Augustine, St. Paul's and Blanc Sablon.
- A forum was held in June, 2014, in Lourdes de Blanc Sablon with municipal leaders and regional partners to present the findings to date. Approximately 45 people were present to provide their feedback and suggestions to the development of the six year action plan.
- A document 'The future is in our hands.....Let's do it together! was produced of the results of the forum. This document was forwarded to all the LNS stakeholders in July, 2014, to review and provide their feedback and comments. Following the completion of this document, other consultations will be held cross the LNS, and another forum will be held in 2015.

Youth Initiatives

- A project application was prepared and submitted to Service Canada in May, 2014. Partnerships were formed with CEDEC, CSSSBCN, CSL, CLD and the MRC to implement the project. Follow-up activities were carried out as requested of Service Canada, and they also requested that eight candidates be hired instead of six this year. .
- Obtained information in June, 2014, from the YMCA that there may be a possibility of implementing a program "Youth Internships", in the fall of 2014, to improve and aid in the social development programming. The project was approved in October, 2014, the job opportunities were posted and two interns were hired (Jessica Jones, St. Paul's River and Marco Wellman from La Tabatiere).

- A work session was held with Youth Employment Services (YES) in June, 2014, to assist YES in promoting its activities and services to the youth of the Lower North Shore who live in Montreal, Gatineau and Sherbrooke, and the support that they could provide to local small businesses (young entrepreneurs) on the Lower North Shore in the development and preparation of their business plans by forwarding copies to YES who will advise on making them stronger and more relevant.

Annual General Meeting

- The minutes of the March, 2014, AGM has been completed and accepted at the September board of directors meeting. The minutes was distributed in October, 2014.
- Following the AGM, 90 packages, which included the Strats Plan, Story of the Coasters, album, and a Co-op booklet, were distributed to partners and government departments who were not present at the AGM, and thank you cards (90) were forwarded to those who were present.
- Received many messages from friends following the AGM, of how impressed they were with the event.
- Preparations for the 2015 AGM began in October, 2014, the program was approved by the board of directors at the November, 2014 meeting. Much work went into the planning of the AGM (i.e: guests list, invitations, speakers, workshops, annual report, follow-up activities, business meeting, speeches, acknowledgements, etc...)
- The constitution was fixed accordingly, as approved at the AGM, following the AGM.

Quebec Community Groups Network (QCGN)

- Claire Ann Labadie, board member, participated in the AGM of the QCGN in June, 2014. The President and/or the Executive Director were unable to attend.
- Claire Labadie participated in all board meetings of the QCGN, by tele-conference and/or in person since April, 2014, and kept us abreast of the activities, etc...
- The board produced a resolution in support of the QCGN's priority actions at their board meeting held in May, 2013.
- The Director of Programs attended a conference in Toronto, organized by TAMARCK on Collective Impact and Evaluation, in April, 2013, along with other members of the QCGN regional associations and sector groups.

- The Executive Director participated in the conference call of the QCGN in April & September 2014 regarding the community's economic development capacity, the enabling fund by HRSDC and potential funding for social development programming.
- Participated in town hall meetings, organized by the QCGN, regarding Bill 10, in October, 2014 (2 meetings), and in January and February, 2015. The board of directors passed a resolution to approve of the QCGN working on their behalf regarding Bill 10.
- Participated in a survey conducted by the QCGN in June, 2014, (as an update from the February, 2014 survey) regarding the activities being carried out and funding partners for 2014/2015, and joint initiatives and future plans for 2015/2016.
- Received all newsletters (daily briefings and weekly updates) from QCGN on a regular basis, and carefully reviewed them as they contain pertinent information, and keep us up to date on all activities being carried out by the QCGN and other provincial organizations, as well as issues arising.
- Continued to share best practices with the QCGN network, in particular the Executive Directors of regional associations.
- Supported the QCGN in their efforts in regards to Bill 10, and a letter written to the Minister of Health & Social Services by the Coasters board of directors
- Continued to participate in the activities and events of the QCGN

Community Economic Development & Employability Committee

- Five representatives of Coasters participated in the Cross Border conference between the Quebec Lower North Shore and the Labrador, organized by CEDEC and RDEE in October, 2014. A final report was produced of the conference.
- Received an invitation to participate in the launching of the Tourism Strategy 2025 of CEDEC in February, 2015; was unable to participate due to flight delays into Montreal, but met with the CEDEC later that week to review the document and how we could work together with Coop Voyages CoSte.
- Attended the launching of the Canadian Plan for Economic Development in Ottawa in February, 2015, organized by CEDEC and RDEE.

- Received all newsletters, reports, etc...from CEDEC on a regular basis.
- Worked with the Executive Director of CEDEC on the bio-products industry, in particular the presentation to CED, to be held in April, 2015.
- Sustained partnership with CEDEC, and presently working on potential projects for the future development of the Lower North Shore economy.

Sectoral and Stakeholder Meetings

Local/Regional Groups

- Monthly meetings (sometimes more) were held with the CLC's, as they are members of all our working groups.
- TAMARCK training "Collective Impact & Evaluation", in partnership with the CLC's.
- Sub-committee of the Lower North Shore Coalition for Health, Exchange Network, held monthly meetings from April, 2014, to March, 2015, regarding updates and sharing of various initiatives. A special meeting was held in May, 2014, to complete revisions and submit documents in regards to the community kitchens project under the PARSIS program. Minutes produced of the meetings.
- Attended the AGM of the Caisse Desjardins de Blanc Sablon in April, 2014, and prepared a presentation for the Manager, as Ms. Anita Joncas was retiring.
- Representatives of the Coasters participated in the AGM of the CLD in May, 2014, held in Lourdes de Blanc Sablon. Wrote a letter to the MRC regarding the situation of the CLD (possible closure) to provide our support.
- A special meeting was held with the LNSCH, the Mayors and representatives of the CSSSBCN in May, 2014, to discuss the transportation issue of the CSSSBCN.
- The Sustainability Plan for the LNSCH was completed. Also, a Communication Plan was developed for the LNSCH in June, 2014.
- Other meetings of the LNSCH were held in December, 2014 and in February and March, 2015.

- The Director of Programs met with ATR (Regional Tourism Association) In August, 2014, regarding their new strategic plan. The meeting took place at the Whitely Inn in St. Paul's River.
- Held a meeting with representatives of the CSSSBCN (Wanda Beaudoin & Charlotte Audet) at the Coasters office in December, 2014, regarding the restructuring of the CSSS de la Basse Cote Nord.
- Provided support letters to the Quebec Labrador Foundation to Canadian Heritage, under the development funding envelope in November, 2014, and under the arts and culture program in December, 2014.

Provincial Groups

- Held a meeting with the CHSSN and the NPI groups in May, 2014, and attended the NPI retreats, by the CHSSN in May, 2014.
- Weekly sessions are held with CHSSN regarding potential projects/funders, research material, review documentation, contacts.
- The provincial foundation of the QCHSSN continued their support to the Coasters Association and other organizations of the Lower North Shore.
- Submitted a project application to the CHSSN in May, 2014, to enable us to hire a Liaison officer. The project was not accepted, as it was just a pilot project, and a limited amount of funding available, only two groups benefited from this program, Voice of English Quebec (VEQ) and the Townshippers Association (TA).
- Obtained a project for translation of documents from the CHSSN, in regards to health. These documents will also benefit the other Anglophone groups in the province.
- Participation (Kimberly Buffitt, Shelley Fequet, Vincent Joncas) at the NPI retreat held in October, 2014, in Montreal, organized by CHSSN .
- Held a meeting with the CHSSN Foundation regarding the partnership established with Imagine Canada for the NPI groups. It is an organization that is prepared to share their database of foundations with the groups, and the CHSSN would assist the groups in preparing project applications to potential foundations.
- Claire Labadie, board member, participated in the Goldbloom Awards, organized by the Commissioner of Official Languages in Montreal in October, 2014.

- Monthly (sometimes weekly) meetings held with Quanglo Communications on all initiatives of the organization. Maintained a solid partnership with Quanglo Communications
- Held a meeting with representatives of McGill University in Quebec City in May, 2014.
- The McGill University established three working committees (e.g. intern & scholarship, language programs, & evaluation) to assist them in preparing their four year action plan. The Director of Programs was selected as a member to the intern & scholarship committee.
- Participated in a survey in July, 2014, of the YMCA, to provide feedback of their programs and services.
- Partnership continued with the YMCA to use their charitable status, as well as with CARS to submit projects on a National scope, and with the Fondation Uni-Aide and Dr. Camille Marcoux Foundation. The provincial foundation of the QCHSSN continued their support.
- The Director of Programs attended a YMCA training session on Social program development in November, 2014, in Montreal.
- Partnership formed with YES Montreal to provide business coaching to develop Social Economy initiatives on the Lower North Shore
- A meeting held with Youth Employment Services (YES) in November, 2014, regarding their arts & culture project 'Arts Expo & Conference'.
- The Director of Programs attended a training session by YES on the ABC's of marketing in February, 2015.
- Participated in the Interregional/Liaison project, sponsored by Jeffery Hale, in Quebec City, to create a LNS portrait of the situation in regards to patients travelling of the territory to obtain services (i.e.: where, how many, for what, etc...).
- A meeting held with CAMI in October, 2014 to discuss the challenges and lessons learnt of managing a Senior Facility for their CSSS.

Provincial Governments

- Prepared for and attended the forum of the CRE, to provide input to the development of their action plan in April, 2014.

- Received a letter from QeF approving the funding (same amount as last year) for this fiscal year from June, 2014 to July, 2015.
- Held a meeting with QeF in September, 2014, regarding the overall program and the 2014/2015 action plan.
- Received a letter of approval from Avenir d'enfants for funding to combine the two programs (Basse Cote Nord en Forme and Avenir d'enfants) to develop a four year action plan.
- There were no meetings held of the Ministere d' Education, du Loisir du Sport Ministere de la Sante des Services Sociaux du Quebec (MELS MSSS) within this fiscal year.
- Wrote a letter to the MRC in January, 2015, requesting a meeting to present our programs.
- Held a meeting with Emploi Quebec in March, 2015, regarding the tourism project, the contract, etc...
- A meeting held with the Administrator of the Municipality of Golfe St. Laurent in March, 2015, by the Director of Programs, regarding the social economy file.
- Inter-sectorial Regional Table on healthy lifestyles habits by the Agence in March, 2015.

Federal governments

- Held a meeting in April, 2014, with Service Canada regarding the call for proposals for this fiscal year, and as a result a project application was submitted for the youth "Work Force of Tomorrow".
- Held another meeting with Service Canada in September, 2014, to finalize the details of the project, as the project may start in November, 2014, hiring eight candidates instead of six. .
- Annual report was completed for Canadian Heritage (April, 2013 to March, 2014). A four month report (April to July, 2014) prepared for Canadian Heritage. Also, finalized the contribution agreement with Canadian Heritage and the Director of Finance, and submitted the program funding requests in October, 2014.
- Participated in an on-line survey for Canadian Heritage regarding their programs and the service they provide.

- Participated in the consultation organized by Canadian Heritage in June, 2014, regarding a follow-up to the presentation on the Roadmap Duality Funding.
- Received an invitation from Canadian Heritage to participate in a meeting in June, 2014, organized by Justice Canada/Security Network with various federal government departments and Provincial/Canadian organizations, to review the various programs of the federal department, and other groups, and potential programs that could be funded. A follow-up meeting will take place in the fall.
- Two representatives of SADC visited the Coasters office in May, 2014, to review their programs and action plan for 2014/2015, etc....
- In March, 2015, SADC visited the office again, giving the Coasters the opportunity to present the tourism and bio-products projects, Garland Nadeau, Vice-President, was present with the Executive Director and Director of Programs. The feasibility study, prepared by Collineo, was forwarded to SADC following that meeting. Also, the linken (peat moss) study will be forwarded to them. It was a positive meeting and follow-up will be carried out.
- Held a meeting at the Coasters office in September, 2014, with Accreditation Canada. Representatives of the CSSSBCN, LNSCH and Coasters were present.
- Obtained information to submit an application to Employment and Social Development Canada (ESDC) to support the social development fund. Held a meeting with the CSSSBCN to review the data in June, 2014, and a project was submitted in the fall. The ESDC, through the YMCA, funded the youth intern projects for six months (October, 2014 to March, 2015).
- Meeting held by video-conference with Health Canada on food security in December, 2014.
- Organized a meeting with the Member of Parliament (MP) and the Parliamentary Assistant in January, 2015, at the Coasters office. Minutes were produced of the meeting and shared with the board and other partners.
- Participated in the federal government Dialogue Day, organized by Industry Canada and Economic Development Canada in February, 2015, in Montreal.
- Wrote a letter to the Premier of Quebec and the Minister of Health & Social Services, regarding Bill 10.

- Letters were written to the Premier and the Minister of Health & Social Services by the LNSCH in regards to Bill 20.
- Contacted Economic Development Canada to hold a meeting to present our project proposals, regarding tourism and bio-products. A meeting is scheduled for April, 2015.

Canadian Groups

- Partnerships continued with the YMCA (Montreal & Toronto) to use their charitable status for specific initiatives, as well as with CARS (Toronto & Winnipeg) to submit projects on a National scope.
- Formed partnerships and worked with Royal Roads University (Victoria, BC), regarding the Wildberry/NTFP projects, and the Memorial University (St. John's , NFLD), in the recruitment process of our students attending their College/University in Corner Brook or St. John's.
- Registered for Quebec Lower North Shore – Labrador Straits Workshop: “Towards Regional Collaboration” in June, 2014, with potential partners from NFLD/Labrador and Quebec/Lower North Shore; however, it was postponed and held in October, 2014.

International Groups

- Continued to work with Success Factors (San Francisco) in building our skills in management procedures for the organization.
- Meeting with a pharmaceutical company in the US (1 person) and from France (3 people) in July, 2014, to discuss the possibility of forming a partnership to produce pharmaceutical products for the NTFP industry. The partners at the meeting were CA, Co-op, CLD, CEDEC, CSL, MBE.
- The people from the US and France were given a tour of the islands, a delicious supper at the Whitely museum, a one-day visit to St. Augustine. They will work on an agreement to produce linken (peat moss).

Activity Component 2 – Social Development of Vulnerable Groupings

Senior Activities

Local Table for Seniors

- Monthly meetings were held of the Local Table for Seniors (LTS) from April to July 2013.
- An excellent partnership established with the Local Table for Seniors and senior groups across the Lower North Shore, Tony Roberts is the Coasters representative on this table.
- A special meeting (work session) was held of the LTS in April, 2014, to discuss and draft the Volunteer Feasibility study.
- The Local Table for Senior held their Annual General Meeting in October, 2014.
- Additional five hours were provided to the Manager of the Senior Day Centers to support the LTS as of June, 2014 to March, 2015. A request was made to the President of the LTS to continue this support in the next fiscal year.
- Priscilla Griffin was selected to the Volunteer Study Committee of the LTS and participated in the meetings in January & February, 2015. A project proposal submitted to CRE by LTS to move the volunteer study to the next step, a strategic plan/business plan will be produced.

Senior Day Centers

- Six Senior day centers - continued to deliver the day centers in Harrington Harbour, the Municipality of Gros Mecatina (La Tabatiere & Mutton Bay), Tete a la Baleine, St. Augustine, St. Paul's and Blanc Sablon, by recruiting, hiring and training staff, promoting the centers and recruiting participants.
- Provided home visits for seniors not able to attend the day centers and researched the possibility of potential funding to establish a day center in Old Fort Bay and Kegaska.
- Partnerships established with Commission Scolaire du Littoral, St. Peter's parish – St. Paul's River, and Residence aux Beaux Sejour – Blanc Sablon, six (6) animators hired, and six (6) Community Advisory Committees established.
- Prepared reports for the PNR and SIRA in regards to the funding obtained from the MRC and the Ministère de Famille et des Aînés.

- Six senior day centers animators hired - held monthly meetings with the Animators from April, 2014 to March, 2015.
- The CSSSBCN development agent for the Seniors dossier (clinical project) visited the office in May, 2014, to work with the Coasters Manager of the Senior Day Centers.
- A training on Vi-active was given by the CSSSBCN in April, 2014, to the Manager and two Animators in the eastern sector, the others will receive the training at a later date.
- Two meetings were held in April, 2014, of the Selection Committee members.
- Meetings held of the Working group from April, 2014 to March, 2015, to discuss the operations of the day centers and the implementation of activities.
- Community Advisory Committees established to support the LNS senior day centers.
- A meeting was held in April, 2014, with the 50+ Club in St. Paul's River.
- Held two meetings with the Local Advisory Committee in La Tabatiere in June, 2014.
- Held meetings in St. Augustine in October, 2014 with the Senior Day Center Group and the Group Accessibility.
- In November, 2014, met with the 50+ club in St. Paul's River, and the 50+ club in La Romaine in March, 2015.
- Held a meeting with Service Canada regarding the New Horizons for Seniors program in June, 2014. Prepared and submitted a project to Service Canada, under the New Horizons program, entitled "Books on Wheels".
- Established partnership with CSL to use their building for the day centers in St. Paul's and Blanc Sablon.
- Many other duties were accomplished: meeting and activity charts, developed budgets, order supplies, prepared packages for the centers, posters, pamphlets, created working forms, attendance sheets, calendars, etc...

- Chart of the day center stats prepared for the CSSSBCN; the stats were: 15 seniors in Harrington, 6 in Tete a la Baleine, 36 seniors in Gros Mecatina, 15 in St. Paul's River and 14 in Blanc Sablon.
- Researched material to develop a Resource Manual and an Evaluation Tool kit. A policy and procedure manual and a training assessment tool kit drafted.

Health Promotion Program - HPP

- Followed up with CLD on the PARSIS project (training for Animators). The project was not accepted, as it did not fit the criteria of the program.
- Drafted a project to PARSIS for Health Promotion (content for TV's placed in clinics) in July, 2014, and it was approved.
- A committee was established with representatives of Coasters, CSSSBCN and CLS's to develop the Health Promotion calendar, and it is being used to organize activities and events at the Day Centers and in the communities.
- Monthly meetings were held of the committee to discuss 2014 – 2015 calendar, workshop binders, transportation for HPP materials, etc...
- Three meetings held with CSSS community organizers to discuss HPP calendars and implementation of activities.
- The HPP action plan developed and the video programming completed for 12 months.

Partnering organizations

- A tele-conference meeting was held with L'Appui in June, 2014, to review their programs.
- Submitted a project, in partnership with the CSSSBCN, in submitting a project to L'Appui. The project will be to support the Caregivers of Seniors, through community activities. The project was not accepted as submitted, but approved for funding (\$5000) to carry out a Caregiver week in November, 2014.
- Held a meeting with the CSSSBCN in September, 2014, to discuss the L'Appui project.
- Established partnership with L'APPUI to raise awareness on Family care-giving, and activities held in nine communities (i.e.: Kegaska, Harrington, Chevery, Tete a la Baleine, La Tabatiere, St. Augustine, Old Fort, St. Paul's and Blanc Sablon) to celebrate caregivers week.

- Participated in a meeting with L'Appui in February, 2015.
- A partnership with Alzheimer's Society to deliver services to the LNS, six Communities, at Senior Day centers, receiving respite services, and established a partnership with Coop d'aide a domicile de la Basse-Côte-Nord to explore a solution in providing respite services to all communities along the Lower North Shore.
- Organized caregiver events across the LNS in eight communities to raise awareness on the importance of family caregivers. Priscilla Griffin participated in the event in St. Paul's River.
- Arranged and promoted monthly phone-in sessions and/or video-conference sessions for the Alzheimer's Society.
- Held a meeting with the Alzheimer's Society in February, 2015.
- Provided a letter to the Alzheimer's Society in support of their project application to L'Appui. As a result a partnership agreement signed with Alzheimer's Society to increase hours for the Animators at the senior day centers to support caregivers.
- The Alzheimer's Society toured the LNS, in every community, to discuss support to caregivers and to better understand the realities of the communities of the LNS. They met with senior groups, with an invite to all the population.
- Partnership maintained with Alzheimer's Society to provide the Animator's at the Senior Day Centers with extra hours to support the Caregivers. Project agreement signed for seven years (April 2015 to March 2022).
- A meeting was held with the MADA committee (MRC, LTS, CLD, CASSBCN & Coasters) in September and December, 2014, and in February and March, 2015, to discuss the Age Friendly communities program, to develop a MADA policy, and to discuss the tour. This committee has been established and lead by the MRC.
- Meetings were held by the MADA committee across the LNS, Priscilla Griffin participated in the meeting in Municipality of Bonne Esperance.
- Partnership with Local Table for Seniors and seniors groups across the LNS, and participation in the committee to further develop the Volunteer study file.

- A project entitled “Memorial Gardens – A Place of Honor” was submitted to Canadian Heritage, to honor our veterans, by setting up memorial gardens in nine communities on the LNS. This was through the World War Commemorations Community Fund. A response is expected in June or July, 2015.
- Four senior clubs from the Lower North Shore participated in the FADOQ games in Sept-Iles, Quebec. Blanc Sablon (20 participants), Chevery (18 participants) Harrington Harbor (9 participants) and Tete a la Baleine (4 participants), organized by the Local table for Seniors and local senior groups. The event was a great success.

Provincial Committee for Seniors - QCGN

- Received information regarding the “Senior Action Quebec”, a committee of the QCGN, regarding a project proposal to Employment Skills Development Canada. A project will be developed and all the QCGN groups will be invited to participate in the meeting to provide their input to the project application.
- A meeting was held of the Senior Action Committee in November, 2014, to discuss possible project “Seniors Navigator Tools”.

Meals on Wheels program

- Continue to support the Local Table for Seniors (LTS) and the community groups in maintaining the meals on wheels in the five municipalities on the LNS (Municipality of Golfe St. Laurent, Gros Mecatina St. Augustine, Bonne Esperance and Blanc Sablon).
- Support offered to the meals on wheels program across the coast through assistance with project applications, support letters, and participation in the meetings of the Senior Clubs, as requested.
- A project was submitted to the Agence in May, 2014, to obtain equipment (ie: freezer, bagging machine) for the hospital – CSSSBCN. Project accepted for \$6,000.00.
- Continue to support the implementation of the frozen meal program in the Municipality of Blanc Sablon in partnership with the CSSSBCN and CSL. .

Community Kitchens

- Established a partnership with the Community Learning Centers for the Community Kitchens, and held a meeting in May, 2014.
- Developed the Community Kitchens project and submitted to PARSIS in April, 2014. Did revisions to the project and submitted other

documentation in June, 2014, to assist with the application. The project was approved.

- Partnership formed with local CLC's, CLD, CSSSBCN, CRE to implement Community Kitchens on the Lower North Shore, and held monthly meetings.
- Nine (9) community kitchens in place (Blanc Sablon, St. Paul's River, St. Augustine, La Tabatiere, Tête a la Baleine, Chevery, Harrington Harbour, La Romaine, Kegaska).
- Held a meeting regarding community kitchens in Tete a la Baleine and in St. Augustine in June, 2014.
- Four (4) community kitchen Animator's hired carrying out activities (animation is also carried out by day center animators - five animators)
- Supplies purchased for all community kitchens (ie: kitchen equipment, basic food shelf), grant of \$79,344.00 received from the Agency and the CRE (PARSIS). Supplies shipped to all community kitchen locations.
- Community Kitchen binders (French & English) prepared and disbursed.
- Assessment tools created to complete a pre and post test with participants attending community kitchens.
- Shared information with the North Shore Association on the setting up of community kitchens and meals on wheels programs.

Books on Wheels

- Obtained a project from Service Canada in March, 2015, to support the seniors through a books on wheels program. This will be carried out through the senior day centers.

Domestic Aid for Seniors

- Continue to support the Domestic Aid Co-op with their initiatives.
- Held a meeting in January, 2015, with Domestic Aide Coop in the development of a partnership project to submit to L'Appui by the Coop, to support senior initiatives.

Accessible transportation for the Seniors and the Working Family – Adapted transport

- Continue to work with the LNS-MRC to implement the program to implement the program “Accessible transportation for the Seniors and the Working Family” in every municipality on the LNS.
- The issue of Adapted Transport was discussed at the July, 2014, LNSCH meeting, as there was no word received from the MRC on this initiative since they took over the file.

Health & Social Services

Nutrition & Healthy Life styles

- Nutrition workshop/training carried out in April, 2014, in the communities of Harrington, La Tabatiere, St. Augustine and St. Paul’s River, by the CSSSBCN.
- Monthly work sessions were held by the members of the Working Group (Resource Team) from April to September, 2014. Notes produced of each meeting. Resource Team, comprised of CSSSBCN, CLD, Coasters Association to support the BCNeF program.
- Monthly meetings were held with the Local Action Groups (LAG’s) from April 2014 to March 2015. Notes produced of each meeting.
- Six (6) Animators hired (Harrington, Chevery, La Tabatiere, St. Augustine, St. Paul’s River and Blanc Sablon) to carry out BCNeF activities that promote healthy eating and healthy, active lifestyles. Monthly meetings were held with the six Animators across the coast through tele-conference, from April 2014 to March 2015. Notes produced of each meeting.
- Held a meeting in April, 2014, with the QeF Regional Development Agent to finalize the new application.
- Prepared the packages for and participated in a Nutrition workshop in April, 2014, with the six Animators, through video-conferencing.
- Developed and forwarded Nutrition program survey to businesses (17) on the LNS in June, 2014, and by-law and policy survey to the five municipalities in June, 2014.
- Researched format and completed Communications plan. Continued to promote the LNS food guide.
- Six (6) Local Action Groups (LAGS) established to oversee the operations of the BCNeF program in their respective communities.

- Partnerships developed with Commission Scolaire du Littoral - Schools, Local Arenas & Youth Centers for infrastructures
- The sexual abuse policy was adopted at the May, 2014, meeting of the LNSCH.
- Many activities were carried out: compilation of Animator's activities, summary of Animator's evaluation results, summary of Animator's monthly reports, revised documents (i.e.: training & BCNeF evaluation charts, by-law & policy assessment), sorted nutrition information, ordered promo items, updated binders, monthly activity and meeting charts, package of information for Animator's.
- Three "Bring back play" slides were developed and forwarded to the public, as well as a Car Safety slide and Violence Against Women slide. Also, forwarded the program JAM – just a minute, to eight schools.
- Verified all documentation of the Basse Cote Nord en Forme movement (i.e.: evaluation forms, working guides, job descriptions, schedule of activities, work plan etc...).

Promotion & Prevention of Diabetes

- The CSSSBCN is continuing the diabetes telemedicine program on the LNS, and it is going very well.

Drugs & alcohol awareness & prevention on LNS-ESC

- Continued to support the schools and communities with documentation regarding the CAD program to be implemented in their respective school/community.

Early Childhood Development (Avenir d'enfants)

- A proposal was prepared to Avenir d'enfant for \$25,000 to hire a part-time Coordinator in the setting up of the eco-systematic approach (combination of various programs, such as BCNeF, Avenir d'enfant, R2, etc...). A response was received and it was accepted.
- The LNSCH decided to hire two part-time persons, Ashley Babin Duguay for 16hrs. per week through the CSSSBCN, and Shelley Fequet for 4 hrs. per week, Shelley receives the other 31 hrs. from QeF to complete the 35 hr. week.
- The Avenir d'enfants Committee (working group) held meetings from April 2014 to March, 2015, regarding the implementation of the program, the submission of an application, eco-systemic approach workshop and to review reporting documents.

- Avenir d'enfants project accepted and seven (7) part time animators hired to work in five (5) municipalities, communities of Kegaska, Chevery, Harrington, Gros Mecatina (La Tabatiere & Mutton), St. Augustine, Bonne Esperance (Old Fort, St. Paul's & Middle Bay), and Blanc Sablon (Bradford, Lourdes & Blanc Sablon).
- An Avenir d'enfant information session held with the students and parents at Mountain Ridge School in Old Fort.
- Training session and countless number of work sessions held to develop the eco-systemic approach, funded to complete the triannual plan for AE and QeF for 2015-2018.
- The working group held monthly meetings with the Avenir d'enfants Animators (7) from April 2014 to March 2015.
- The Eco-systemic partnership approach training sessions took place in Lourdes de Blanc Sablon in June, 2014 and in November, 2014 and again in February, 2015.
- Held a meeting, through video-conferencing, with the McConnell Foundation to support the implementation of the social development program and social economy for the co-op in June, 2014.
- Three parent workshops held in September, 2014, in Bonne Esperance on the topic "Discipline to Love", and forty six parents attended.

Community Public health Strategy - (CPHS)

- The pint T-shirt day was carried out in April, 2014, across the LNS, an annual event. As a result of this annual event, a bullying strategy was developed by the schools and implemented. The students wear their pink t-shirts once a week.

Telehealth – health promotion and prevention

- A tele-health session held in April, 2014, through tele-conference, by CHSSN, on Fall Prevention and 18 seniors participated on the LNS.
- Developed posters for a video conference tele-health session by CHSSN in May, 2014, and disbursed across the LNS. The session was on Home care and 20 people attended.
- In June, 2014, a Video Conference was held by the CHSSN, on "Is home care an option", and 8 people participated.

- In September, 2014, a video-conference was held by CHSSN on Backs and Balances “Keep Your Back Strong”, 5 seniors participated from St. Paul’s River.
- Video-conference on Alzheimer’s in January, 2015 in Chevery and Harrington Harbor – 24 participants.
- Partnership with CHSSN to deliver other CHEP Tele-Conferences Forgetful not Forgotten - Alzheimer’s & Care giving, High Blood Pressure - Taking the Pressure off, The Sugar Factor - Diabetes & Obesity, and two Foot Care workshops, for a total of 5 sessions.
- In collaboration with CSSSBCN and the CLC, health promotional slides developed and disbursed on the Lower North Shore
- Prepared a slide on suicide in September, 2014, and distributed to the community.
- Organized a breast cancer campaign with CSSSBCN, it was held across the LNS, package of information and promotion material was forwarded to each clinic, a nurse then carried out an information session on breast cancer.
- Supported a special cancer event held in Blanc Sablon for ladies who are presently dealing with cancer and those in remission. 14 ladies at the event.
- Adaptation project received to complete translation on health prevention and promotion documents and materials totalling \$25,280.00.

Speech Therapy

- The program finished in June, 2014, and will start again in the fall.

LNS Health Fund (Cancer & other illnesses)

- Supported the Uni-Aide Foundation, Lower North Health Fund program implementation, twelve (12) requests supported for a total of \$11,392.00 (June 1st, 2014 to March 13th, 2015) distributed in the communities.
- Completed policy and procedure for Lower North Shore health fund.
- As a volunteer, Priscilla Griffin, organized a radio-thon in July, 2013, through CFBS radio to the Municipality of Bonne Esperance & Blanc Sablon and raised approximately \$3,500.00.
- Prepared, promoted Walk for Wellness campaign carried out in October, 2014, and raised \$2,016.50.

- Other fundraisers: Caisse fundraiser - \$2,275.00, Halloween coin collection - \$4,715.61, Movember - \$1,105.50, Radiothon in February 2015 - \$5,130.00, Christmas card sales - \$2,720.00, Student fundraisers - \$1,214.30, In memoriam - \$770.00 and Donors drive - \$3,430.00.
- Raised approximately \$ 26,903.91 in fundraising events, to support cancer patients and persons with serious illnesses on the LNS.
- Promoted Breast cancer awareness month in September, 2014.
- Held a meeting with Harold Dunn of the CSSSBCN in September, 2014, to discuss the promotion of different types of cancer. Created a banner for the cancer campaign to be held on the LNS in November, 2014.
- Look Good ... Feel Good workshop held in Blanc Sablon with ten cancer patients from across the LNS.

Mental Health

- Establish partnership with Ami - Quebec to conduct workshops targeting families affected by mental illness and mental health problems (through a 1-800 number), and training of CSSSBCN social workers.
- Forwarded schedule of workshops offered with Ami - Quebec on mental health via telephone conference to the CSSSBCN.

Physically, Mentally and Intellectually Challenged Individuals

- Work in partnership with the CSSSBCN and Groupe Accessibility of St. Augustine, in reaching their objectives in identifying partners to secure funding to broaden the reach of social programs (i.e: Senior Day Centers, KIDS summer camp, excursions) for the intellectually and physically challenged population.
- The project submitted to the Caisse Populaire for the social program of the Uni-Aide Foundation included the disabled population.
- The disabled population is a part of the Senior Day Center in the Municipality of St. Augustine. The Groupe Accessibility supports a portion of the Animators salary.
- Attended the Annual General Meeting (AGM) of the Groupe Accessibility in St. Augustine in June, 2014.
- Unfortunately, there was no funding for Shadows for the disabled youth to participate in the 2014 KIDS summer camp.

- The shredding project at the CSSSBCN for the mentally and intellectually challenged population is on-going, with six participants from the Municipality of Blanc Sablon.
- The Groupe Accessibility carried out an excursion to White Fish Hole in April, 2014, for a day of ice fishing on the St. Augustine River.
- Continue to distribute the special needs handbook “Parents to Parents” developed by the CSL and distributed to community and partners by e-mail.
- Supported the Groupe Accessibility with their project “Coastal Connect” by providing payroll services and office space to the part-time Coordinator, Shannon Keats, that was hired at the end of March, 2015, for one year.

Women Issues

- Held work sessions in May, 2014, with women groups in Harrington and St. Paul’s River, to inform of the Vision 20/20 – six year plan for the LNS.

CSSSBCN initiatives

- Attended meetings of the Vigilance Committee in May, September and November, 2014.
- Participated in the User’s Committee meetings held in June, October & December, 2014, and in February & March, 2015.
- Continued to provide support to the clinical projects on seniors and those with loss of autonomy mental health, cancer, addictions – drugs & alcohol, the disabled, and youth and families.
- Continued to participate in the work sessions of the CSSSBCN working group, and continue to promote their phone-in and video-conferencing sessions to the community and in the schools.
- Meetings were held with the CSSSBCN in April and June, 2014, to improve first line services in communities.
- A meeting was held in April, 2014, to review the Health Promotion Calendar with them.
- Three work sessions held from May to July, 2014, with the CSSSBCN Community organizers to review the draft fundraising plan and start drafting the communication plan.
- Prepared and did a presentation and held a full day work session with all the CSSSBCN managers and staff in regards to Health Prevention and

Promotion in May, 2014.

- One session was held in June, 2014, with representatives of the CSSSBCN, to develop new approaches to support caregivers.
- A follow-up meeting was held in June, 2014, with CSSSBCN regarding the Lifelong Health Development Framework.
- A meeting was held in June, 2014, with the Community Organizers to discuss the results of the mobilization of leaders in the communities to aid in the clinical projects development.
- Countless number of meetings from September 2014 to March 2015 with the CSSSBCN regarding the Residence aux Beaux Sejour. The Coasters was approached to manage the seniors home on a temporary basis as of April 1st, 2015, as the home would close if a promoter was not found. The board of directors agreed to take on the management section of the home (i.e.; salary of employees, food and cleaning supplies, minor maintenance work, light snow clearing) and sign a contract directly with the CSSSBCN.
- The contract was signed by the Vice-President and Treasurer, and a trail of 3 months was given, as the Coasters cannot encounter a deficit. The Executive Director, Director of Programs and Director of Finance will work with the CSSSBCN and the employees at the Residence to develop rules and regulations, job descriptions, etc...
- A meeting was held with the staff of the Residence at the CSSSBCN in February, 2015, to inform them of the possible management and structure implementation of the home. The staff was very pleased with the meeting.

Lower North Shore Coalition for Health

- All reporting, annual, monthly, quadramester, etc..., were accomplished in a timely fashion for the Executive Director, board of directors, LNSCH and CHSSN.
- NPI and HPPP applications were prepared and submitted to the CHSSN. The NPI project was approved for five years, the HPP was approved for three years.
- Lower North Shore Coalition for Health (LNSCH) held six (6) regular & one (1) special setting meeting to oversee and organize various initiatives (i.e.: BCNeF, Senior Day centers, R2, Avenir d'enfant, McGill, KIDS camp, Health Promotion & Prevention program, Telehealth - CHEP)

Fondation Uni-Aide

- Monthly meetings held with the board of directors of the Uni-Aide Foundation from April 2014 to March 2015. Minutes produced of the meetings.
- The Uni-Aide working group met on a monthly basis from April, 2014 to March, 2015.
- The Strategic Plan and Sustainability Plan, with two components – health fund and social programs, and Social Program Fund (fundraising strategy) were developed for the Uni-Aide Foundation in May, 2014.
- The Uni-Aide Foundation Strategic Plan being implemented and Social Program Fund document completed and under implementation.
- A project was developed to the Caisse Populaire Desjardins de Blanc Sablon and the other Caisses across the LNS to support the Social program of the Uni-Aide Foundation. They agreed to support it, and donated \$16,0000.
- Finalized the bank withdrawal documents and set-up the withdrawal system with the Caisse Populaires along the LNS.
- Canada Helps web page was established for the Uni-Aide Foundation, a mechanism that allows people to use their visa's to donate on line.
- Assisted a community member in La Tabatiere with an on-line fundraising activity (Locks for Love) for the Uni-Aide Foundation in June, 2014. \$1,095.00 was raised.
- Visited potential lodging facilities to set-up the Uni-Aide foundation in its own building.
- There was a special meeting held in June, 2014, of the Uni-Aide board of directors regarding policy development.
- Preparations for (invitation, election notice, packages of information) and held the AGM of the Uni-Aide Foundation in July, 2014. The annual report for the Uni-Aide Foundation was produced and approved at the AGM. Minutes was produced of the AGM.
- Recruited new members to the Uni-Aide board of directors.
- Partnerships formed with Dr. Camille Marcoux Foundation and Uni-Aide Foundation in support of the Emploi Quebec project, to hire a Coordinator

to assist with research and development for twenty (20) weeks.

Dr. Camille Marcoux Foundation

- A conference call in April, 2014 and an in-person meeting were held with the Dr. Camille Foundation in June, 2014, and meetings held in October, 2014 and in March, 2015.
- Continue to work with the CHSSN through its provincial foundation to support and increase the capacity of the LNS foundations (Uni-Aide and Dr. Camille Marcoux).
- Researched on-line systems, with the CHSSN, to issue tax receipts and how to monitor donations.
- Supported the Dr. Camille Marcoux Foundation in their fundraising campaign. \$58,000.000 has been received thus far in donations for Dr. Camille Marcoux Foundation, to purchase a bone density machine for the CSSSBCN.
- Joint meeting of the Dr. Camille Marcoux foundation and the Uni-Aide Foundation took place in March, 2015, to discuss and establish a joint partnership for fundraising.
- Communication Plan finalized for the Dr. Camille Marcoux Foundation.

Education Network – Regional Retention Plan

- Worked with the LNS Education Network (sub-committee of the Lower North Shore Coalition for Health) and the North Shore Education Network in developing a new regional retention plan and implementing the activities of the plan (scholarships, training, recruitment, retention).
- A meeting held with McGill University in May, 2014, regarding their programs for the next four years.
- The Director of Programs, Kimberly Buffitt, participated in two meetings, from May to September, 2014, of the intern & scholarship committee of the McGill University, in planning for the next four years.
- Three (3) year proposal accepted to improve retention and recruitment of health professionals throughout the territory.
- Four (4) bursaries of \$5000.00 and two (2) bursaries of \$2500.00 distributed through the McGill Scholarship program for a total of \$25,000.00 - *Sarah Buckle-Nursing Program, Amber Smith (two bursaries*

received) - Nursing program, Kim Morency - Nutritionist Program, Trisha Joncas (two bursaries received) – Pharmacist Program.

- Supported the CSSSBCN in implementing the internship program (bring interns from off the territory to the CSSSBCN, and support the CSSSBCN in continuing to implement the training program for the nurses and social workers in remote clinics.
- A student from the LNS (St. Paul's River) was hired by the CSSSBCN from June to August, 2014, to obtain the necessary training as a Prepose Nurse.

Regional and Provincial Health and Social Services Access Committees

- Participated in the Regional H.SS Access Committee meeting in May and November, 2014, and in February, 2015, and produced the notes for the Agence regarding the reporting section of the Coasters.
- Promoted the nominations to the Centre intégré de santé et services sociaux (CISSS) board of directors, as a result four persons were nominated by the Regional HSS access committee (three from the LNS and one from Cote Nord).
- Prepared documentation for Lionel Roberts, representative, to present to the meetings in May, July, September and November, 2014 and in February, 2015.
- Mr. Roberts did a presentation to the LNSCH in July, 2014.
- Meeting with CSSS de la Basse Cote Nord & LNSCH regarding Bill 20, followed by a letter to the Minister of Health & Social Services, then to the Premier and Provincial Health Committee.
- Letters forwarded to Lionel Roberts for his support, as a member of the Provincial Health Committee.

Component # 3 - Diversification and Sustainability

Economic Development

Fishery

- Held a meeting with I&S Seafood, owner of St. Paul's plant, in June, 2014, regarding their production for the season. And, it was very good season for the workers last year, and hoping for the same this year.
- Continued to provide support to the fishers, plant workers and fisher companies in the Municipality of Bonne Esperance and Blanc Sablon, as requested, and to the Harbour Authorities across the LNS.

Tourism/Transport.

- The Museum Steering Committee in the Municipality of Bonne Esperance met monthly from April, 2014 to March, 2015. Minutes were produced of the meetings.
- The Museum Steering Committee hired three students through YCW and Service Canada to open the museum to visitors, carry out fundraisers in support of operation and promote the museum on and off the territory. Also, a Coordinator was hired to manage the museum and open a "Whitely Café", from May to December, 2014, through funding received from Emploi Quebec/CLE.
- Obtained all information from Alberte Marcoux, regarding the CoSte. A board member, Claire Ann Labadie, is on the CoSte board. Ms. Labadie participated in the AGA meeting of the Direction Voyages Coste Co-op in June, 2014.
- The CoSte approached the Coasters in December, 2014, to become the promoter of their coaching and training project "Actualize the LNS tourism development". The board passed a resolution to accept the request and Garland Nadeau was selected to represent the Coasters on the Steering Committee. The MRC approved of the Coasters being the promoter. To date, contracts were signed with Emploi Quebec, CLD, CEDEC; a contract will be signed with CRE and an agreement will be done with CoSte, and ATRD.
- The Financial Partnership Table, comprised of Coasters, CoSte, CEDEC, CLD, ATRD, Emploi Quebec, CRE, held monthly meetings since January, 2015, regarding the 1st phase of the coaching and training project.

- Participated in a municipality meeting with Alberte Marcoux and Jean Michel Perron in St. Paul's River, at the Whitley museum, organized by Garland Nadeau.
- Presented the tourism initiative at the Dialogue Day in Montreal, organized by Industry Canada and Economic Development Canada, and held a separate meeting with EDC regarding a potential proposal for marketing. Was informed that the project had potential and to work with the Sept-Iles office.
- Prepared a tourism potential project for marketing, following the CoSte action plan and worked in collaboration with Alberte Marcoux and Allen Richards. Contacted the EDC office, Stephane LaCroix, to hold a meeting to present the proposal, the date was set for April, 2015.
- Met with Garland Nadeau, Vice-President and tourism representative, on a weekly basis to review and discuss the tourism file, from January to March, 2015..
- Held a meeting with three representatives of SADC at the Coasters office in February, 2015, tourism was on the agenda for discussion and the outcome was positive. Garland Nadeau and Kimberly Buffitt were present.
- The CoSte (Alberte Marcoux) presented the tourism initiative at the Coasters AGM.
- Participated in a meeting with the Regional Tourism Association (ATR) at the Whitley Inn in August, 2014, regarding their new strategic plan.
- Assisted the local tourism groups with the Come Home Year celebrations in Chevery (promotion) in July, 2014, and in St. Paul's River (promotion, volunteers, photocopying, etc...) in August, 2014.
- Received an invitation to the "Gateway to the LNS", in Kegaska by the MRC in July, 2014. Due to funding restraints, were unable to participate and the board member in Kegaska was off the territory; therefore, a message was related to the Municipality of Golfe St. Laurent.
- Supported the project of the implementation of the LNS-ATV trail to the CLD for the Harrington Harbour Tourism Association (Keith Rowsell).
- Two other support letters, one to the Harrington Harbour Sports & Leisure Committee and one to the St. Paul's River Come Home year Committee regarding their hockey rinks.

Wildberry (LNS Bio-products coop)

- The Co-op board of directors met on a monthly basis, from April 2014 to March 2015. Minutes are produced of all the meetings.
- The work plan to Ministère des Affaires Municipales, des Régions et de l'Occupation du Territoire (MAMROT) was completed and approved by the board in May, 2014.
- Participated in two training sessions with Adult Education, out of Huntington in June, 2014, regarding the Horticulture program (study on plants).
- Several projects were submitted to Caisse Populaire Desjardins de Blanc Sablon (15ths. for overall operations), Emploi Québec (7ths for salary), Canada Economic Development, (over 365 ths. for salary, building renovations, equipment, overall operations, etc...), Innoweave (10ths. for Consultant), SADC (3ths. for overall operations). Requests were made to MAPAQ for equipment and the MRC for overall operations, no specific amount requested, whatever they could possibly contribute, in support of the co-op.
- A partnership was formed with I&S Seafood to purchase bakeapples, redberries, blackberries, suashberries and meshberries for the 2014 season. Did an inventory of frozen berries and purees in storage. This provided an idea of the frozen wildberries that could be sold for the 2014 season.
- The Municipality of Bonne Esperance approved of selling the building in Middle Bay (municipal building) to the co-op, but it was in an erosion zone: therefore, the MBE approved of a section of the municipal building in St. Paul's River, at a costs of \$25,000.
- Lower North Shore Bio-products Solidarity Cooperative, 2nd Annual General Assembly held on December 11th, 2014
- Board of Directors – six (6) elected officers maintained for the Lower North Shore Bio-Products Cooperative, *James Buckle - Coasters Association representative.*
- Funding secured by LNS Bio-products Cooperative to put in place Wildberry factory in Municipality of Bonne Esperance.
- Supported the project of Biopterre to conduct a study on the skins and seed of the berries. Will receive the results upon completion of the project.

- The Director of Programs participated in two webinars offered by Innoweave (branch of McConnell Foundation) in June, 2014, regarding the development of the LNS co-op, the production of new products and the importance of hiring a consultant to help out. As a result an application was submitted and accepted to hire a consultant, under the social economy funding component.
- Thirty four (34) members/owners in growing cooperative in 2014. A membership package was prepared for the members.
- Presented the bio-products initiative at the Dialogue Day in Montreal, in February, 2015, organized by Industry Canada and Economic Development Canada, and held a separate meeting with EDC regarding a potential proposal for research & development. Was informed that the project had potential and to work with the Sept-Iles office.
- Assisted Kimberly Buffitt in the preparation of a bio-products potential project in collaboration with Quanglo Communciations, Hugh Maynard, and CEDEC, John Buck. Contacted the EDC office, Stephane LaCroix, to hold a meeting to present the proposal, the date was set for April, 2015.
- Held a meeting with three representatives of SADC at the Coasters office in February, 2015, bio-products was on the agenda for discussion and the outcome was positive. Garland Nadeau and Kimberly Buffitt were present.
- James Buckle, board member of the Bio-products coop, provided an overview of the wildberry/NTFP initiative at the Coasters AGM.

Lower North Shore Research Facility

- Proposal under development to put in place a Research Chair to aid in development of bio-products on the Lower North Shore with the University of Quebec-Three Rivers.
- Three (3) year commitment of financial and technical support received from American Pharmaceutical Company Arclay to support development of a Research Chair on the Lower North Shore with the Lower North Shore Bio-products Cooperative and the University of Quebec-Three Rivers.

Non-timber Forest Products

Algae

- Monthly meetings from April to July, 2014 with the CLD and MRC regarding the algae project, and in October, 2014.

- The feasibility study was completed by Collineo and reviewed by the partners. Feasibility Study by the Company Collineo, lead by the CLD, in partnership with the Coasters, MRC, I&S Seafood, Harrington Harbour Seafood Co-op, LNS Fishermen's Association, Shore Grow and Co-op Bioproducts Solidarity.
- A meeting was held with the President and the Mayor of St. Augustine/Warden of the MRC in April, 2014, to discuss the algae project. The Mayor/Warden was very interested in being a partner of this initiative.

Peat moss

- One representative from a pharmaceutical company in the US, and three representatives from Subsidiary in France travelled to St. Paul's River to explore the development of the peat moss industry, in July, 2014.

Local Green house

- Supported the Municipality of Gros Mecatina to develop new Non Timber Forest product (NTFP) initiatives (e.g. sheltered cultivation (greenhouse), fruit tree farming, increased yield in bakeapple project), and supported the Bioproducts Solidarity Coop in the development of their products and implementation of their activities.
- The Municipality of Gros Mecatina (MGM), started their in-door green house and planted trees outdoors in May/June, 2014.
- The New Frontier school board launched their new garden program in St. Paul's River in June, 2014.
- Followed-up with Biopterre's project to CED to carry out a feasibility study for a vertical green house on the LNS.
- A three day training session was held with Permanord, Baie Comeau, through the CLD, on the benefits of permaculture gardening.

Arts & Culture

- Continued to promote the "Old Remedies" book that was produced on the QAHN-SHOMI project, by Darlene Rogers of Mutton Bay.
- Supported the project of YES "Arts Expo". A meeting was held in October, 2014, to obtain all the details of the project.
- Partner of the "Arts Expo" project of YES. Lori-Lee Thomas of St. Paul's River selected to attend the conference in Montreal on March 21st & 22nd, 2015. Lori-Lee will provide an update to the board at the May, 2015 board meeting.

- Long-standing partnership with QLF on all their initiatives, provided two support letters to QLF to Canadian Heritage. And, maintained partnership with ELAN & QAHN.
- Continued to maintain the LNS Artisan Network. A database has been developed of the artisans of the LNS with a lead person in each community. A facebook page was produced and the artisans continue to post their work on that page.
- Another project is required to complete the journal of Mr. Carpenter, as the years of 1860, 1862, 1864, 1865 & 1893 (614 pages) are to be decoded and type-set.

Youth Activities

Youth Initiatives

- Held a meeting with the youth in June, 2014, a wrap-up meeting of the project “Linking our Youth”. Also, CEDEC met with the youth to do a final wrap-up.
- Certificates of recognition and a report, encompassing all of the results, were produced of the project. Also, thank you cards to the partners and board of directors.
- Continued to support the Secondary V graduating students through our scholarship.
- Provided six reference letters for our youth, residing of the coast, for employment purposes.
- Assisted the CSL in obtaining the necessary resources to enable local ESC youth to participate in on and off coast events and activities, such as athletic events and public speaking contests.
- Twenty eight (28) LNS students (Grade 6 to Sec. V) travelled to Baie Comeau for regional track ‘n’ meet in May, 2014.
- Six (6) LNS high school students participated in the Provincial track ‘n’ field in June, 2014.
- Continue to support CEDEC – Small Business Support Network – in the carrying out of entrepreneurship training programs and workshops for our youth.

- A final report was produced of the project "Linking our Youth", and it was forwarded to the board, and e-mailed to partners. Also, a newsletter of the project was produced.
- Another project, entitled "Work Force of Tomorrow", was prepared and all support letters obtained from the partners, and the project was submitted to Service Canada, and still awaiting a response.
- Held a meeting with Provincial Airlines, through teleconference, in June, 2014, and again in October, 2014. As a result there will be discount rates put in place for our students.
- A consultation was held with the QCGN in March, 2015, as a follow-up to the forum held in 2008 and the report published in January, 2009. This consultation was requested by Canadian Heritage. The QCGN requested to have permission to use one of our quotes in their report.
- Drafting a youth initiative report, a summary of all youth activities, etc.. to date for the MRC, Canadian Heritage, the board, LNSCH and other partners. The report will be finalized in April, 2015.
- Continued to support the youth centers across the LNS (five), and assisting in finding funds for animation for their centers. The center In Blanc Sablon receives core funding, but the centers in St. Paul's River, St. Augustine and La Tabatiere requested support and a new center will be established in Chevery and they requested help.

R2 program

- R2 follow-up completed with new development agent. Also, followed-up with the eleven schools in April, 2014.
- The R2 agreement was signed in June, 2014, for one year. The activities are being implemented (enhancement activities in literacy and numeracy, animation in the schools and at the KIDS camp).
- R2 project for drop-out prevention accepted and ten (10) schools supported.
- Nine focus group sessions held with communities across the LNS to assess the needs, challenges and best practices in terms of programming for 0-17.
- Working, comprised of CA, CSSSBCN, CPE and CSL held eight meetings to finalize the indicators and evaluation tools for eco-systemic approach for 0-17 years.
- Evaluation plan completed for youth 0-17 years of age.

- Sixteen parental engagement lunches with approximately ten participants at each lunch.

KIDS summer camp

- The members of the Advisory Committee met in May, 2014, to review the recommendations of the 2013 report, and to discuss the operations of the 2014 KIDS Summer camp. Minutes was produced of the meeting.
- A great amount of work went into the planning and preparing for the 2014 KIDS Summer Camp (program, registration, new partnerships, games, planned activities, list of supplies. Letters of support, to all the businesses and partners, projects), and many requests were made this year to obtain the funding in order to implement the camps.
- A project was received from Young Canada Works to hire one student and from Service Canada to hire three students. The other nine student positions were made possible through funding received from other partners, such as the CSL, CSSSBCN, CLD, Municipalities (5), Caisse Populaire du La Tabatiere & Blanc Sablon, MNA, local businesses, and a fundraiser in the Municipality of St. Augustine.
- Eleven (11) student counselors hired for the 2014 camp season.
- Two additional students hired, (one was hired through the St. Paul's Community Learning Center to assist campers with French and math skills development, and the other through camp/parent fees).
- Continued partnership with Quebec 4H regarding insurance for the KIDS 2014 summer camp.
- Held a meeting with all the students in June, 2014, to go over the rules and regulations, program, working conditions, etc... of the camps.
- A one week training session was held with the students/councilors prior to opening of the camps.
- The Quebec en Forme project approved of their Animators, once again, to work at the 2014 KIDS summer camp; thus having an adult presence.
- Established partnerships with the Commission Scolaire du Littoral (Mgr. Scheffer & St. Paul's schools) and the Sports & Leisure (Kevin Bateman Center/arena in St. Augustine and the arena in La Tabatiere) for the locations of the camp, free of charge.
- Four (4) summer camps were in operation (La Tabatiere, St. Augustine,

St. Paul's River, Lourdes de Blanc Sablon), and 102 youth attended. And, community KIDS camp committees agreed to oversee the operations of the camp, as there was no funding for Coordination this year.

- The theme for the 2014 camp season was “*Amazing Race*”, with weekly themes focused on traveling across the world and experiencing the cultures of Canada, France, Africa, Australia, and the USA.
- Follow-up evaluations were carried out by the community committees, reviewed and forwarded to the office.
- Pictures of the KIDS summer camp was requested by Quebec 4-H to put in their newsletter. The camps were all contacted for photos and permission to release them. Obtained photos from St. Augustine, St. Paul's and Blanc Sablon camps.
- A final report was produced of the 2014 KIDS summer camp by Shannon Keats and distributed to the board of directors in November, 2014.
- A report was prepared for the Caisse Populaire de Blanc Sablon regarding the activities (KIDS camp, youth project, other youth development initiatives) carried out through their contribution for the year, and a letter of request for funding for 2014 was submitted.
- Submitted applications to Young Canada Works and Service Canada to obtain students for the 2015 summer camp. Shannon Keats volunteered her services in submitting the applications.
- Young Canada Works approved of two students in March, 2015, a response is expected from Service Canada in April, 2015.

Communications

Newsletters

- Produced an article on the youth project in April, 2014, one on the Senior Day Centers in May, 2014, and the Basse Cote Nord en Forme program in June, 2014, for the Local Wave.
- The newsletter “Forecaster” was produced and distributed in July, 2014, regarding the results of the AGM.
- The newsletter “Forecaster” was produced and was distributed in November, 2014, regarding all the activities and accomplishments.

- Linking our Youth newsletter produced and distributed in July, 2014.

Articles/Press Releases

- Prepared nine PSA's for the local radio stations of various activities/events (Health fund, scholarships, KIDS summer camp, Senior Day Centers, AGM, etc...)
- Article prepared of the AGM and published on Radio Canada web site.
- Drafted a flyer for the Senior Day Centers in January, 2014, which will be reviewed and distributed in the fiscal year.
- Produced two radio promos on the Caisse fundraiser and Halloween fundraiser carried out in October, 2014.
- Two press releases for the Senior Day Centers.
- A press release for McGill University project - scholarships.
- Press release for the Uni-Aide Foundation.

Interviews

- The President carried out an interview on Radio Canada, regarding the Annual General meeting and 25th anniversary in April, 2014.
- The Executive Director conducted an interview with CFTH radio – Harrington Harbour in April, 2014, regarding the AGM.
- The Director of Programs conducted an interview with CFBS radio regarding the Eco-systemic approach program in May, 2014.
- Two interviews were carried out on the local radio stations, CFBS & CJAS in June, 2014, regarding the KIDS summer camp.
- The Development Agent conducted an interview on CFBS radio in June, 2014, to increase awareness of the BCNeF program.
- The Director of Programs did a radio interview regarding the LNS health fund in June, 2014.
- The Director of Programs launched the Uni-Aide foundation campaign on the radios in September, 2014.
- The Manager of the Senior Day Centers carried out an interview in September, 2014, regarding Breast Cancer awareness month.

Web site/ High speed

- TC Business Solutions set-up the web page. It was time consuming to finalize the web page; however, it is completed and was launched in March, 2015. The web page address is coastersassociation.com. It will be updated by the staff in April/May, 2015, and the partners will be informed of the web page and its address, as well as a page to link partners, etc....

Facebook

- The Development Agent launched the BCNeF face book page in September, 2014.
- A facebook page set-up for the Senior Day Centers program, by the Manager of the project.
- All job postings were placed on the Coasters facebook page, documents of QCGN (Bill 10), and all other pertinent information to inform the Coasters membership.

Annual Membership Campaign

- The results of the 2013/2014 membership/treasurer chest campaign has not yet been compiled or computerized, it requires two weeks of work for an individual.
- The 2014/2015 campaign will be carried out in the new fiscal year 2015/2016. This campaign, upon completion, will have to be compiled and computerized; therefore, someone must be hired to do so, as the Director of Finance do not have the time to complete this tasks. It will be placed as an item on the agenda of the May board of directors meeting.

IN-OFFICE ACTIVITIES

- Assisted the staff members with their quarterly reports, activity reports, progress reports, monthly reports, final reports, action plans, sustainability plan, schedule of activities, agenda's & minutes of meetings, letters, presentations, power points, press releases, publicity material, resource material, communication plans, preparations for events, etc.
- Held work sessions with the staff on a weekly basis, and individual staff meetings on a daily basis. Attended to all business arising with the staff. Attended to requests/concerns of the employees in a timely fashion (ie: office space, equipment, employment, holiday schedules, computer network/set-up, radio show prizes, etc...)
- Prepared all necessary memos for staff and forwarded to them, and did follow-up activities, in order to meet all deadlines.
- Conducted assessments and evaluations with the staff, analyzed the results and met with them to review it and develop individual action plans.
- Participated in working group sessions of individual projects whenever needed.
- Submitted all project applications (including cover and support letters) in collaboration with the Consultant, the NPI agent and the involvement of the staff members. Followed up to all projects, made the necessary adjustments, additions, etc.
- Produced binders of information regarding each project, with the assistance of the Office Secretary.
- Reviewed all contracts and contribution agreements of each project, program funding, and made all the necessary changes, etc... Ensured that all final reporting was carried out.
- Produced the necessary reports for various governments departments and organizations. Developed all the necessary policies, plans and documentation for the board of directors and sub-committees to enhance the organization.
- Attended to all correspondence (ie: letters, faxes, e-mail, messages, etc.) received. Answered phone calls and e-mail in a timely fashion. Followed-up to all public requests. Met all necessary deadlines. Also, attended to filing, sorting of in-office material, pending files, organization of office, binding of material, etc ... Conducted interviews and participated

in surveys.

- Provided services to the partnering organizations (LNSCH, QeF, Uni-Aide Foundation, Dr, Camille Foundation, LTS, Ami Quebec, Alzheimers Society, Groupe Accessibility, L’Avenir enfant, R2, MADA, etc....), and representation on a number of boards and committees on and off the territory. As well as provided support to the institutions, agencies, businesses, and regional and community groups across the LNS.
- Interviews were carried out by the President, Executive Director, Consultant and staff members with the local radio stations, CBC radio and Radio Canada.
- Worked with the Director of Finance on all financial aspects of the organization (there were many budgets, which required a lot of work). Worked with the Office Secretary on all initiatives.
- Contacted the President on all issues of the organization for advise, guidance and/or approval. Contacted other Executive members and/or Board members if deemed necessary.
- Continued to add documentation to the “Important Documents” network, set-up on the computer. All information is placed into this database as a reference file.
- Provided reference letters to former staff members, upon request.
- The Scholarship awards were given out again this year, and supported students attending events off the coast.
- Donated prizes to the radio stations to support the Mother’s Day events and other special events across the coast.
- Set-up and organized all documentation of my office, through means of filing (ie.: cabinet, boxes, trays, etc...) binders, folders, clearing out of out-dated data, etc...
- Produced a Xmas card and distributed it to all the partners, etc...
- Produced holiday charts for the summer holidays and Xmas, approved and signed by the President.
- Produced a message for the veterans in November, 2014, to be aired on all the local radio stations and the local cable TV in Blanc Sablon.

CONCLUSION

Should any board member, partner, member and/or volunteer request additional documentation or information regarding any of the above-mentioned topics, please feel free to contact the office at your convenience and we would be pleased to accommodate you.

Each project produces an action plan, communications plan, schedule of activities, minutes of meetings/forums, power points, listing of committee members, press releases, newsletter articles, promos, etc... Some projects carry out surveys and publish the results. Each project develops monthly activity charts, quarterly reports and a final report. All documentation is available at the office.

A great deal has been accomplished in twelve months; however, it is due in part to **YOU**, our board members, partners, membership and volunteers. Your on-going volunteer support, guidance and advice are greatly appreciated and we **THANK YOU**.

Cornella Maurice
Executive Director

Tel: 418-379-2006, ext 223 (office)
418-379-2024 (home)

Fax: 418-379-2621

E-mail: coasters@globetrotter.net (office)
cmroberts@xplor.net.ca (home)

