



Executive Director's – Annual Report

This report of activities of the Coasters Association Inc. has been prepared in order to provide the Board of Directors with general information and a summary of the work carried out since April 1st, 2015 to March 31st, 2016 (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

- Finalized the minutes of the two board meetings held in February, 2015, and passed to the board of directors in April, 2015.
- The Executive Director and all members of the staff produced an annual report (April, 2014 to March, 2015) for the board in April, 2015.
- The Executive Director and all members of the staff produced six month reports (April to September, 2016) for the board in October, 2016.
- Preparations (packages of information) for the board meeting held in May, & November 2015, and in March, 2016. Minutes produced of the meetings.
- The Local Wave was scheduled to present at the May, 2015, board meeting, but at the last minute had to postpone due to other commitments. However, the Commission Scolaire du Littoral (CSL) presented a few very important activities (events) – Village Branche project, Distance education models, the “C” project, Secondary V 25th year celebration.
- A LNS artisan presented to the Board at the May meeting, regarding the 2014/2015 partnership project “Arts expo & conference” established with YES – Youth Employment Services.
- The Surete du Quebec presented at the November board meeting. The Local Wave and Residence aux Beaux Sejour presented at the March, 2016, board meeting.
- The workshop on “Implementation of Organizational Development Strategy” (i.e.: Succession Plan) for the board members was held in February, 2016, following a meeting of the OSDC held in February, 2016.
- The information session about Ecosystemic approach – a training provided by Avenir d’enfants, for the board members was held in February, 2016, presented by Kimberly Buffitt and Ashley Babin Duguay.
- The auditor was at the office in May, 2015, and the audit was completed in July, 2015. A resolution was passed at the November, 2015 board meeting for the auditor to review and fix accordingly (legally) the employee agreements.

Staff

- Work session with staff in May, 2015, to review the contribution agreement of Canadian Heritage, and in November, 2015 on a number of initiatives, and in February, 2016 regarding the updates of the annual charts and job descriptions, and in March, 2016 regarding potential projects, relocation of office, human resources restructuring plan, etc.... Notes taken of all these sessions.
- Preparations for regular staff meetings in July & November, 2015, and in February, 2016. Minutes were produced of the meetings.
- A staff meeting was held with a representative of Canadian Heritage in September, 2015, at the Coasters office.
- Monthly and/or weekly individual work sessions were held with members of the staff (depending of activities), from April 2015 to March, 2016.
- All staff reporting: annual reports, monthly activity and meeting charts, quarterly reports were produced and distributed to the board, partners and government departments.
- A partnership established with YES – Youth Employment Services for two years from January, 2015 to January, 2017, to provide coaching training to the staff. Six sessions were held from April, 2015 to March, 2016.
- A training session with CHSSSN on Ecosystemic planning and Lifelong development framework in April, 2016.
- The Director of Programs attended the TAMARACK training in June, 2016, in St. John's, NFLD.
- Work session with the staff on the "Restructuring Process" of the organization in November, 2015.
- The training session/workshop on Ecosystemic approach on various programs (R2, Avenir d'enfants, BCNeF, local Foundations) concerning the age group of 0 to 17, in regards to collective impact for the development of sustainable social programs, was carried out in January, 2016.
- Staff participated in a youth framework strategic planning session with CASA from November 10th to 16th, 2015., and received training by the CHSSN on the development of a leadership framework.
- The Avenir d'enfant "Voix de parents" training for the Animators was carried out.

Annual General Meeting

- The minutes of the March, 2015, AGM has been completed and accepted by the board of directors at the May, 2015 board meeting.
- Preparations for the 2016 AGM (i.e.: program, invitations, business meeting, reports, follow-ups, acknowledgements, etc....) were all carried out.
- The AGM was held in March, 2016 in the Municipality of Bonne Esperance with video-conferencing on and off the coast.

Membership

- The results of the campaign were recorded and Jessica Jones and assessed the comments and suggestions.
- The membership campaign was not carried out this quarter with the public; however, membership request were received from various organizations (i.e.: Coop Voyages CoSte, ATRD, and National Association of Professional Women - NSPF).

Sectoral & Stakeholder Meetings

Local & Regional Groups

Lower North Shore Coalition for Health

- The LNSCH held meetings in April, May and September & October, 2015 and in February, 2016.
- A special meeting was held with the LNSCH and the MRC in April, 2015.
- The LNSCH wrote a letter to the Minister of HSS regarding Bill 20.
- A special meeting was held with the LNSCH and the CISSS management committee at the health center in Lourdes de Blanc Sablon, in July, 2015.
- A presentation was provided to the Lower North Shore Coalition for health by Mary Richardson of Public Health Institute, on the results of the extra-regional services assessment that was completed.
- Nine meetings carried out across the Lower North Shore to review the Ecosystemic framework with community leaders and discuss next steps.
- Ecosystemic development plan completed for the age demographic from 18-50 years of age, which will be prepared to be presented to the LNSCH in April, 2016.

Exchange Network

- Monthly meetings of the Exchange Network held from April, 2015 to March, 2016. Minutes produced of the meetings.
- Survey developed for all Exchange Network members on training needs; what is working well in the network and the challenges.

User's Committee

- The Director of Programs participated in the Local Users Committee meetings and Regional Users Committee meetings from December 2015 to March, 2016.

Caisse Populaire Desjardins

- Attended the AGM of the Caisse de Blanc Sablon in April, 2015.

Local Development Center (CLD) Municipal Regional Council (MRC)

- A meeting was held with the MRC in April, 2015, to present all the social programs of the Coasters and its partners.
- A report of the work being carried out by the Coasters and the accomplishments were produced and forwarded to the MRC.
- A meeting was held with the MRC in June, 2015 regarding the bio-products industry and the research & development project with ARCLAY Technologies & the Universities.
- Participated and presented the research & development project (Bio-products) at the AGM of the CLD held in June, 2015, in St. Paul's River.
- A letter was written to the MRC to answer their questions (clarification) of the five year wildberry project administered by the Coasters Association, due to the requests made to support the research and development project, to establish a Research Facility and Industrial Chair on the LNS.
- A meeting held with the MRC prefet and President of the CLD regarding the LNS Research Facility.
- Work sessions with the Executive Director of the CLD in August & November, 2015, and in March, 2016.

Community Learning Centers (CLC)

- Monthly meetings (sometimes more) were held with the CLC's, as they are members of all our working groups.

Fondation Uni-Aide

- Monthly meetings were held of the Uni-Aide Foundation from April, 2015 to March, 2016 by the board of directors.
- The documents produced were summary background of the Uni-Aide foundation, promotional documents for fundraisers, etc...
- Fundraising events were held in Gatineau, Edmonton,, Aylmer and various communities of the LNS for the Uni-Aide Foundation, to raise funds for the health program, social program and the Maison Marcoux House in Lourdes de Blanc Sablon.
- The project received from Emploi Quebec, in partnership with the foundations was extended for 10 weeks, to mid-September.
- Many activities are being carried out – a web page for the foundations, package for the donors, drafting contracts for large donors, policies, project applications to foundations (i.e: Royal Bank of Canada - RBC, Community Foundation of Canada, etc...) posters, etc...
- Training was received on Blackbaud, a client management system.
- A partnership established with Uni-Prix pharmacy, Danielle Driscoll.

Dr. Camille Marcoux Foundation

- Several meetings were held from April, 2015 to March, 2016, to plan and organize the lottery.
- The winners of the lottery were Darcie Nadeau/Jenny Rowsell of Harrington Harbour for the snowmobile, Jayda Shattler of St. Augustine for 2 tickets to Montreal by Provincial Airlines and 2 tickets to a hockey game in Montreal (Montreal Canadians), and Colton Roberts of St. Paul's River won the trip to Sept-Iles by Air Labrador. 2000 tickets were sold at \$ 20 per ticket, for a total of \$40,000.

Plan d'action régional pour la solidarité et l'inclusion sociale - PARSIS

- A PARSIS Advisory committee was established, comprised of representatives of Coasters, CLD, CISSS, MRC & CSL, and they held monthly meetings from April, 2015, to March, 2016.

Labrador/NFLD Partners

- A meeting was held in April, 2015, with the Labrador partners to review the Vision 20/20 six year plan.
- Participated in cross border development meeting with Sheila Downer to discuss inter-provincial partners.

- Held several meetings with Randy Letto of Destination Labrador regarding the tourism marketing project and the development of the Labrador and LNS tourism.

Provincial Groups

Quebec Community Groups Network (QCGN)

- Two names (Anthony Dumas & Claire Labadie) were submitted to the board to nominate a candidate to the QCGN board of directors for a two year term. Claire Labadie was approved by the board, but her candidacy was rejected by the QCGN.
- A letter was written and a resolution passed by the board to the QCGN requesting that they have open elections for the directors of the board or have at least a person on the Nomination Committee from the eastern regions.
- Cornella Maurice, Executive Director, and Claire Labadie, former board member of the QCGN, participated in the AGM of the QCGN in June, 2015.
- The Executive Director held meetings at the QCGN-AGM with Jody Lessard, NSA, regarding the Advisory Committee for health, Brian Rock, School board rep., regarding the education restructuring, David Birnbaum, Parliamentary Assistant, Clifford Lincoln, to provide an update of the Coasters initiatives. Mr. Lincoln agreed to come to the coast for a special event in the near future.
- A meeting held with representatives of the QCGN in April, 2015, regarding the youth report developed a few years ago.
- Participated in a QCGN survey in April, 2015, regarding the services provided by the QCGN, what they were doing well, how they could improve, etc...
- A town-hall meeting was held by the QCGN in May, 2015, to give the results of the survey to the groups in the network and seek their feedback.
- QCGN organized a town hall meeting in September, 2015, regarding the cuts back, etc.. to the education system.
- Participated in the town hall meeting of the QCGN, with representatives of Employment Service & Skills Development Canada in November, 2015, and in February with the Status of Women, and again in March, 2016.

- The QCGN requested information on the status of the Canada Post situation and spoke with the Mayor of Gros Mecatina on this issue.

Community Health & Social Service Network (CHSSN)

- Annual reports were produced of the NPI and HPP projects for CHSSN in April, 2015. An updated report was prepared for the CHSSN in February, 2016.
- The CHSSN (Russ Keuber & CMA) gave a one-day workshop with all the staff in April, 2015, on "Strategy Development". A summary was produced of the workshop.
- Mr. Kueber also held a meeting with the Executive Director to review all the programs of the Coasters and how they can partner on initiatives.
- A two-day training session was held in Chevery by CHSSN, in May, 2015, with the CLC's, to develop a Communication Plan.
- The Director of Programs, Kimberly Buffitt, attended the NPI retreat, organized by CHSSN, in Quebec City, in June, 2015, and Kimberly Buffitt and Roderick Fequet attended the retreat in October, 2015.
- A meeting with the CHSSN and the NPI groups in June, 2015.
- A Communication Planning meeting was held in June, 2015, with the CHSSN.
- Weekly sessions are held with CHSSN regarding potential projects/funders, research material, review documentation, contacts, etc...
- Attended a two-day training session on Collective Impact in St. John's, NFLD in June, 2015, organized by TAMARACK. CLD was present, as well as all the groups of the CHSSN.

Community Economic Development & Employability Corporation (CEDEC)

- The Director of CEDEC joined the Coasters meeting with CED in April by video-conferencing and with MAPAQ/Plan Nord in Quebec City in June, 2015.
- Held a meeting with the local CEDEC and Vice-president of Coasters in June, 2015 at the Coasters office to review their program for 2015/2016 and how we could work together on these initiatives, and again in March, 2016.
- CEDEC carried out Entrepreneurship workshop, Rhonda Morrison, from the provincial office with the youth on the Skills link program.

- Monthly (sometimes weekly) conference calls with the Executive Director of CEDEC as a follow-up to all the initiatives being implemented by both groups, and future plans.

McGill University (MGU)

- Applied to McGill University for funding to carry out retention and training activities, and scholarships, which was approved.
- Met with representatives of McGill University in Quebec City in June, 2015, and another meeting was held in July, 2015, by tele-conference.

Quanglo Communications

- Monthly (sometimes weekly) meetings held with Quanglo Communications.

Provincial governments

Conference Regionale des Elus de la Cote Nord – CRE

- The CRE announced that they will be closing in March, 2016. From April to December, 2015, they will be reviewing the projects that were already accepted and will be receiving new project applications until September, 2015. Their deadline was later extended to March 31st 2016, to finalize all the PARSIS projects.

Quebec en Forme – QEF

- Received a letter from QeF approving of the funding (same amount as last year) for this fiscal year June, 2015, to July, 2016.
- 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, "Show me the Way" program).

Public Health Institute of Quebec (PHIQ)

- A partnership was formed with Mary Richardson of PHIQ to assist with the Liaison/interregional project. A project to conduct a survey on the portrait of the situation of the ES communities (who is travelling to Quebec, how many, for what, etc...). The document was completed and published.

Ministre des Affaires Municipales, des Régions et de L'occupation du Territoire - MAMROT

- Held monthly meetings from April to July, 2015, with two representatives of MAMROT, regarding their programs and the submission of a proposal for the KIDS summer camp.

Ministère de l'Agriculture des Pêcheries et de l'Alimentation - MAPAQ//Plan Nord

- Organized and held a meeting in Quebec City in June, 2015 with various representatives of MAPAQ & Plan Nord.
- A PowerPoint presentation `` Working Collectively for Sustainable Bio-product Development`, was prepared and presented. Three potential projects were prepared and presented. A summary was produced of the meeting.
- A conference was organized by MAPAQ & Merinov in Sept-Iles in October, 2016. The President and Director of Programs attended. Documentation was prepared for the conference, and several follow-up meetings have been held with the Director of Merinov from November, 2015, to March, 2016.

Le Réseau d'investissement social du Québec – RISQ

- Two meetings were held in June, 2015, to discuss their programs for cooperatives.

Ministère de l'Éducation, du Loisir et du Sport / Ministère de la Santé des Services Sociaux du Québec (MELS/MSSS)

- Held a meeting with the MELS/ MSSS in June, 2015.
- The Director of CISSS informed in July, 2015, that the name of MELS/MSSS will change through the restructuring phase and the mandate of the MELS/MSSS will change as well.

Minister of Health

- A letter was written to the Minister of Health to establish a LNS Advisory Committee to the CISSS board of directors, and the request was approved.
- A follow-up meeting was held with Coasters, the CISSS representative (Johanne Beaudoin), the CHSSN (Jim Carter & Jennifer Johnson), and the QCGN (Michael Udy). Seven people will be selected to be on this committee.

Ministère de la Famille et des Aînés

- The President attended a press conference in Port Cartier in March, 2016, on an invite from the Minister, announcing the acceptance of our seniors project under the QADA program. There were only three projects accepted for two years, and the Minister wanted the President present for the announcement.

Federal Governments

Societe d'Aide au Developpement des Collectivites Inc. – SADC

- Three representatives of SADC visited the Coasters office in April, 2015.

Canada Economic Development – CED

- A video-conference was held with CED in April, 2015, and the partners (Coop Voyages CoSte, CEDEC, Bio-products Coop, Qu'Anglo Communications, Coasters) to discuss the tourism industry and bio-product industry on the LNS.
- Monthly conference calls were held with CED in May, June & July, 2015 as follow-up to the results of the video-conference session and to draft a proposal to host a 2016 tourism conference on the LNS. Another meeting was held in August, 2015, whereas CED travelled to Riviere au Tonnerre to be present at the office of Voyages CoSte.
- Participated in a survey of Canada Economic Development and prepared a report for the consultation that was carried out by tele-conference in March, 2016. The Coasters and the MRC were present.
- Assisted the Director of CED with the final report of the consultation, with regards to needs, challenges and solutions for the communities of the Lower North Shore.

Service Canada - SC

- Held a meeting in April and again in July, 2015, with Service Canada regarding the call for proposals for this fiscal year, and to follow-up on the Youth Skills project.

Employment and Skills Development Canada (ESDC)

- Held a meeting with ESDC in April, 2015, regarding their internships program. Submitted an application for three interns, in partnership with the YMCA in May, 2015, which was approved.
- Participated in the town-hall meeting organized by QCGN, in May, 2015, for ESDC to do a presentation on their programs.

Health Canada - HC

- An annual performance report was prepared for Health Canada in June, 2015.
- Requested and received the Health Canada food guide, 100 in English & 100 in French.

- Health Canada held a Dialogue Day with the anglophone groups in December, 2015, in Quebec City.

Parks Canada

- Held a meeting with Parks Canada in June, 2015, in Montreal regarding their student and intern programs. The information was promoted on facebook, twitter, radio stations and through the interns, in order to reach as many youth as possible.

Office of Commissioner of Official Languages - OCOL

- Two representatives of OCOL visited the eastern sector of the coast for four days In May, 2015.
- Meetings were held by OCOL with organizations within the Municipality of Blanc Sablon and Bonne Esperance.
- David Johnston of OCOL travelled to Sept-Iles in December, 2015, to meet with representatives of the hospital to discuss services to the English population.

Canadian Heritage - CH

- Received and finalized the contribution agreement of Canadian Heritage in May, 2015.
- Produced the annual report for Canadian Heritage and submitted it in June, 2015. Follow-up work to the annual report was done in July, 2015.
- Drafted the quarterly report for Canadian Heritage in July, 2015, and finalized in August, 2015.
- A meeting with Jacqueline Ritchi in July, 2015, regarding the projects submitted, programs for tourism, and support through program funding to the Executive Director and Director of Programs in July, 2015. Canadian Heritage was very receptive to our calls, and very helpful in directing us to the appropriate government departments.
- A representative from Canadian Heritage, Helen Meredith, visited the Coasters office in September, 2015, and meet with organizations (i.e: Whitely museum, Middle Bay interpretation center, Blanc Sablon welcome center, CLC of St. Paul's, Seniors home in Blanc Sablon, Historical Society of Old Fort and QLF.

Activity Component #2 – Social Development of Vulnerable Groupings

Senior Activities

Local Table for Seniors - LTS

- Regular meetings were held of the Local Table for Seniors (LTS) from April, 2015 to March, 2015, and minutes produced of all the meetings.
- Partnership agreement confirmed for April 2016 to March 2017 with the LTS.
- Supported the four (4) projects submitted to the CRE by the Local Table for Seniors. (I.e.: Volunteer study, community consultations, media project, resource persons). Also, the LTS hired a person to develop a strategic plan/business plan for the LTS. The LTS is doing an excellent job for the seniors on the LNS.
- A Volunteer Committee was established regarding the Volunteer Action business plan project, participated in the meetings that were held from April, 2015, to March, 2016.
- The Volunteer Study was launched by the Local Table for Senior and its partners in November, 2016.
- The LTS carried out consultations with the senior citizens in the Municipality of Bonne Esperance & Blanc Sablon, and Coasters participated.

Senior Day Centers

- Prepared reports for the PNR and SIRA funding obtained from the MRC and the Ministere de la Famille et des Aines.
- Held monthly meetings with the Animators from April, 2015, to March, 2016.
- Exercise program was implemented at the day center in Blanc Sablon. A physiotherapist visited the center and provided the necessary training to the Animator, and now exercises are carried out three days per week.
- Meetings held of the Working group from April, 2015 to March, 2016, to discuss the operations of the day centers and the implementation of activities.

- A meeting was held in April, 2015, with the 50+ Club in St. Paul's River.
- Held work sessions (6) with the Local Advisory Committee in all the communities through tele-conference from April, 2015 to March, 2016.
- Many other duties were accomplished: meeting and activity charts, developed budgets, ordered supplies, prepared packages for the centers, created working forms, attendance sheets, a chart of the day center stats prepared for the CSSSCN.
- Submitted a project "Motivating Seniors through art & music" to Service Canada, under the New Horizons program, which was accepted, and will be carried out in the new fiscal year.
- Assisted the 50+ club in Bonne Esperance in the development of a project to Service Canada, under the New Horizons program, for a community garden project and it was accepted to start in April, 2016.
- The CISSSCN development agent for the Senior Dossier (clinical project) visited the office in May, 2015, to work with the Coasters Coordinator.
- A report has been drafted of all the senior programming.
- A project was submitted to the Ministere de la Famille et des Aines, under a new program – QADA, to assist the senior day centers. The project was approved for two years.
- A project "Health Passport" was received from CHSSN for seniors on the LNS. A booklet to record their medical information to bring to the hospital, as well it provides translation on medical services when going to the hospital.

Health Promotion Program - HPP

- Through the partnership of CHSSN, a TV network has been set up at the local clinics for health promotion programs.
- All information of social programming of the Coasters Association was prepared for the TV's in each clinic, but had to be revised, prior to being placed at the clinic's.
- The CHSSN prepared DVD's of the video-conferencing for the seniors to watch at home or at the center, as most of them enjoy watching the sessions rather than participating.
- A project was received from CHSSN for translation for the HPP programs.

- Posters and pamphlets distributed on caregivers, cancer, alzheimer's, diabetes, osteoporosis, respite care, diabetes, obesity and blood pressure.

Caregivers program

- Meeting held with the Alzheimer's Society in April, 2015.
- A contract was signed with Alzheimers Society to fund part-time animation in six (6) communities across the LNS through the day centers, thus providing more home visits in the communities. Part-time coordination was funded as well.
- A project request was submitted to carry out caregiver events in November, 2015, for the caregivers. It was accepted and nineteen (19) events were carried out.
- Two sets of DVD's were obtained and shared on caregiving – The Homecare companion and the caregiving series with June Callwood.
- The meeting with the CISSSCN was held in November, 2015, to decide upon the sessions to be carried out by the Alzheimers Society.
- A meeting was held with the partners (CHSSN, CISSSCN, MRC, LTS, L'Appui) in May, 2015, to review this program.
- Stats from October, 2015 to March, 2016 were developed and forwarded to Alzheimer's Society (AS), and CISSSCN. Stats on events, activities and visits with seniors are done on a monthly basis for CISSSCN and the AS.

Books on wheels program

- Received a project from Services Canada to implement the "Books on Wheels" program for the seniors for one year – April, 2015 to March, 2016, through the assistance of the senior day centers.
- A survey has been produced to find out the type of books the seniors would like to receive.

Meals on Wheels program

- A meeting was held with the 50+ club of St Paul' & Chevery in June, 2015, to discuss the meals on wheels program and the development of the survey.
- A project was submitted to Service Canada, under the New Horizons program, to support the meals on wheels program in the Municipality of Bonne Esperance. It was approved to hire a part-time coordinator for one year and to assist with the purchasing of some supplies, etc...

- A partnership was established with a local resident in St. Paul's River to use her home, free of charge, for the meals on wheels program.

Municipalité amie des aînés - MADA

- A working group was established, lead by the MRC, to develop an age friendly policy for seniors across the LNS (MADA), and a Family policy.
- Meetings were held with the MADA committee from April, 2015, to March, 2016 . And, a logo was developed for the policy, the policy finalized and submitted.

Seniors Action Quebec program

- Supported the QCGN's provincial committee for seniors and "Seniors Action Quebec" in promoting and disseminating their report, Moving forward – Building research capacity related to Quebec's English speaking seniors – the results of the three year participatory action research project, and any data that they will collect.
- Distributed the report to the board of directors and partners in the communities across the LNS.

Community Kitchens

- Maintained community kitchens in six communities (Chevery, Harrington Harbour, Tete a la Baleine, La Tabatiere, St. Augustine, St. Paul's River, and Blanc Sablon), which will provide healthy meals for seniors and healthy lunches for students.
- Follow-up was carried out, and the community kitchens are running well in the six communities, and it has expanded to three other communities (La Romaine, Kegaska & Chevery).
- The community kitchens provided part-time employment to eight (8) animators in the nine (9) communities. One community preferred to have the community kitchens carried out by the 50 + club, rather than hiring an Animator.

Provisional Committee for Domestic Aid

- A meeting held in April, 2015, with the Domestic Aid Coop. Assisted with the organization of the AGM of Domestic Aide coop in May, 2015.

Residence aux Beaux Sejours

- A contract was signed with the CISSSCN in April, 2015, for the Coasters Association to manage the seniors home in the Municipality of Blanc Sablon for two and half years.

- A working group, comprised of Coasters and CISSSCN, has been established, and bi-weekly meetings have been held from April, 2015, to March, 2016.
- A management team has been established comprised of the Coasters, CISSS and the Residence, and six meetings (April, May, July, October & November, 2015 & February, 2016) were held. Minutes produced of the meetings.
- Three meetings were held with the staff of the home in April and June, 2015, and in February, 2016. Minutes were produced of the meetings.
- A Residence Committee has been established in January, 2016, and three meetings were held. Three in-house staff meetings were held with the Manager of the Residence and the Coordinator of the Seniors project from January to March, 2016.
- Several forms (issue raised, building repairs, etc...) were produced to ensure the proper management of the home.
- Regular follow-up meetings were held with the Executive Director and Director of Programs of Coasters and the CISSS, to ensure that the work was being carried out and the issues were dealt with in a timely fashion.
- A fire prevention training was carried out at the home In July, 2015. And, a letter written to the Municipality of Blanc Sablon, to support the home (use of their facility) in case of evacuation for safety measures. It was approved.
- Several training sessions were carried out on infectious disease, CHEP programming, Vie-Active exercise, medication, and a number of sessions planned for the new fiscal year.
- The community members (adults and youth) are volunteering to help out with the activities and outings. Community members are even bringing their senior family members to visit the ones at the home, and participate in the activities.

Health & Social Services

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.

- Presentation by MADD Canada to the students of St. Paul's school, with video-conferencing to Mecatina school in La Tabatiere and Mgr Scheffer school in Lourdes de Blanc Sablon. MADD Canada from Ontario, in partnership with the MADD Canada chapter in Labrador, NFLD, and Surete du Quebec were present, with 172 participants in total.

Promotion & Prevention of Diabetes

- The CISSSCN is continuing the diabetes telemedicine program on the LNS. Pakuashipi is also now a part of this program, it was implemented in September, 2016.

Health Fund

- Monthly meetings held with the board of directors of the Uni-Aide Foundation from April, 2015, to March, 2016. Minutes produced of the meetings.
- The Uni-Aide working group met on a monthly basis from April, 2015 to March, 2016.
- Obtained several requests from the population from April, 2015 to March, 2016, and distributed the Health Fund Form to them, then to the Health Fund committee for approval.
- Continued to monitor the bank withdrawal system with the Caisse Populaires along the LNS.
- Continued to monitor the Canada Helps web page established for the Uni-Aide Foundation, to allow people to use their visa's to donate on line.
- A document was drafted – background document of the Uni-Aide Foundation "Alone we go fast, together we go far".
- 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.
- Fundraisers carried out were: Hearts for Sale, Walk for Wellness, Golfe tournament in Edmonton & Gatineau, Dinner/entertainment in Gatineau, LNS Halloween event, We take care of our own – clothing line, Christmas cards, magnets, Volley-ball fundraiser in St. Paul's, Grande Old Oprey fundraiser in La Tabatiere and Carnival and talent show in St. Paul's River. Funds raised \$95,162.00.

Mental Health

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

Intellectually & Physically Challenged Individuals.

- The disabled population continues to be a part of the Senior Day Center in the Municipality of St. Augustine.
- Participated in the Annual General Meeting (AGM) of the Groupe Accessibility (GA) in June, 2015.
- Funding was received this year through the PARISS program to hire someone to work part-time, from May to November, 2015, with the disabled to organize and carry out a “coastal connect” event.
- The shredding project at the CISSSBCN for the mentally and intellectually challenged population continued.
- This year, we were fortunate to receive a project from CLD, through the PARSIS funding envelope, to hire Shadows at the 2015 camp.

Centre Integre de la Santé et des Services Sociaux de la Basse Côte-Nord (CISSSBCN)

- 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.
- Continue to participate in the work sessions of the CISSSBCN 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 CISSSBCN in May, June & October 2015, and January, February & March, 2016. A Resource team, comprised of Coasters and CISSSBCN was established.
- A meeting was held in April, 2015, to review the Health Promotion Calendar with them.
- A work session was held in June, 2015, with representatives of the CISSSBCN, to review the document prepared for caregivers.

- The President attended the CISSS board of directors meeting in February 2016, held at the CISSSBCN in Lourdes de Blanc Sablon.
- A meeting with representatives of CISSS, Kimberly Buffitt and Shelley Fequet was held at the Coasters office in March, 2016.

Regional Committee of the Program of Access to Health & Social Services (HSS) in the English Language and the Provincial Health Committee for English Language.

- The Regional HSS Access Committee was put on hold, due to restructuring of the health system.
- Prepared documentation for Lionel Roberts, representative, to present to the meetings in May and July, 2015.

Education

Nutrition & Healthy Life styles: (Basse Cote Nord en Forme)

- Monthly work sessions were held by the members of the Working Group (Resource Team) from April, 2015 to March, 2016. Notes produced of each meeting.
- Monthly meetings were held with the Local Action Groups (LAG's) from April, 2015 to March, 2016. Notes produced of each meeting.
- Monthly meetings were held with the six Animators across the coast through tele-conference, from April, 2015 to March, 2016. Notes produced of each meeting.
- The resource team held a meeting in April, 2015, with the QeF Regional Development Agent to finalize the new application.
- Participated in a meeting in June, 2015, to review family assessment questions.
- 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.
- Promoted the 3rd slide (family cooking), 4th slide (active transportation) and 5th slide (active families) for "Bring back play" that were completed.

- Produced a Sustainability Plan for the Basse Cote Nord en Forme and Avenir d'enfants projects.
- Other documents produced were list of committees, youth framework strategic plan, conflict training resolution training document, International Walk to school day poster and Snow for challenge poster, researched the Reeboks BOKS program and drafted did you know information.

Early Childhood Development (Avenir d'enfants)

- The Avenir d'enfants Committee (working group) held meetings from April 2015, to March, 2016, regarding the implementation of the program, and the submission of an application.
- The working group held monthly meetings with the Avenir d'enfants Animators (5) from April, 2015 to March, 2016.
- A project was prepared and submitted to Avenir d'enfants in April, 2015, to hire a part-time Coordinator. Also, an action plan for this fiscal year was placed on the Avenir d'enfant platform.
- Participated in a meeting of the Regional Development Agent of Avenir d'enfant, regarding the action plan in May, 2015.
- Maintained the six (6) communities (Blanc Sablon, St. Paul's, St. Augustine, La Tabatiere, Harrington & Chevery) for the Avenir d'enfants program and expanded to La Romaine, Tête a la Baleine & Kegaska.
- Some of the activities carried out were Mom & Tots, Reading circles, physical activities, cooking, etc...
- Avenir d'enfant evaluation meeting was held in June, 2015.
- A meeting was held with the CPE Mer et Mousse in May, 2015, in Lourdes de Blanc Sablon to provide support to the daycares across the LNS.
- A youth intern was hired through the YMCA/ESDC program to work on the health dossier and to carry out a family assessment survey.
- Developed a Voix de Parents action/process. A sub-committee was established to work on this process, and meetings were held from October, 2015 to March, 2016.
- A training on Sac d'ecole was carried out in December, 2015.

- A family assessment finalized by telephone interviews throughout the LNS for families with children age 0-17, looking at services provided to families by the CISSSCN, CSL and community organizations.

Community Public health Strategy (CPHS) – Pint T-shirt day, 5-30 program

- The pint T-shirt day was carried out in April, 2015 across the LNS.

Speech Therapy

- The program finished in June, 2015 for the summer months, and began again in September in one school - St. Augustine.

Telehealth – CHEP program

- A CHEP – Community health & education program, evaluation survey was completed for 2014/2015.
- A nutrition workshop was held in La Tabatiere, in April, 2015, through the CHEP program.
- A Foot care workshop was carried out at St. Theresa center in Blanc Sablon in May, 2015, by CISSS, with connection through video-conferencing to St. Augustine, Chevery, & Kegaska.
- Another foot care workshop was held through the CISSS, video-conferencing from St. Theresa School in Blanc Sablon in June, 2015 to La Tabatiere & Harrington.
- There was only one panier de service offered since October, 2015, the North Shore Association carried out a session on caregivers in March, 2016, through video-conference.

LNS Education Network and the North Shore Education Network

- The McGill project was approved for three years.
- A meeting held with McGill University in June, 2015, regarding their programs for the next four years.
- The call for students to apply for bursaries in the health field were out in May to the end of August, 2015. Three students applied, and were approved.

Social Development

- Received in May, 2015, from the YMCA three “Youth Internships” to improve and aid in the social development programming.

- All the interns (3) assisted in the development of social programming through researching data, development of a communication plan, conducting a family assessment survey, implementation of the bring back water program, promotion through facebook, twitter, etc..
- The CSL, LEARN/CLC"s, QLF, CEDEC and LNS Women's Coalition were contacted to provide their feedback to the on-line communication tool developed by the youth interns.
- A meeting was held with members of the LNSCH in June, 2015, to inform of the project and to obtain their input.
- Established a membership/partnership with the National Association of Professional Women (NAPW), in July, 2015. They provide a powerful networking forum for the members to enjoy exclusive resources, benefits and services dedicated to enhancing their personal and professional success.

Activity Component #3 - Diversification and Sustainability

Economic Development

Fishery

- Continued to consult plant workers and fishers about their needs in terms of sustaining the fishing industry, obtaining employment and training in other fields, starting a business, and promote the importance of working together.
- Consulted with I&S Seafood, owner of St. Paul's plant, in May, 2015, regarding their production for the season.
- 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.
- Held a meeting with DFO in May, 2015, in Lourdes de Blanc Sablon, a representative from the Sept-Iles office and the Quebec office were present, as well as representatives from the eastern Harbour Authority.

Tourism

- Monthly Meetings were held with the LNS Tourism Steering Committee from April, 2015 to March, 2016. A consultant, Jean Michel, was hired through Emploi Quebec and partners to support the ad-hoc table, to produce an action plan, and a report. All the work has been carried out.
- Four tours of the LNS took place by the Consultant of Coasters & Voyages Coste & ATR, one in April, June & November, 2015, and in February, 2016.
- Held a meeting with Canada Economic Development, Voyages CoSte, CEDEC and Coasters by video-conferencing in April, 2015, regarding the tourism and bio-products – research & development projects. Prepared a report and several potential projects for the meeting.
- A meeting was held with the local QLF representative in May, 2015, to review their mandate, their tourism plan and how we could better work together.
- Another meeting was held with the US-QLF management team, two consultants, two members of the Canadian & US board of directors, the local representative. Also present were the Bio-products Coop, CSL/CLC, Coasters, and the Whitley museum committee of Bonne Esperance.

- Two meetings were held with CEDEC, one with representatives of the provincial office in June and the local office in July, 2015, and again in March, 2016.
- A youth intern was hired through the YMCA for 16 weeks from May to September, 2015, to assist with the promotion of tourism on the LNS. All the partners (Coasters, Voyages CoSte, CEDEC, CLD, ATRD, QLF, and MRC) held a meeting in June, 2015, to provide their input to the tourism, bio-products projects.
- The intern has completed: communication plan drafted, weekly work sessions with CMA, researched data for future development, sharing of stories by seniors and youth, obtaining pictures, information placed on facebook and twitter.
- The Museum Steering Committee in the Municipality of Bonne Esperance held a number of meetings, and hired two 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. The members of the committee is doing a great job.
- A special meeting was called of the museum committee and the Coasters in July, 2015.
- Visited the Middle Bay museum and meet with the staff, with OCOL.
- The Vice-president participated in the AGA meeting of the Direction Voyages CoSte Co-op in June, 2015.
- Support the implementation of the new regional plan for the Regional Tourism Association (ATR). Held several meetings with Melissa Rochefort of ATR.
- Developed a LNS contact list and the Vice-President assisted the ATR in organizing community consultations in Chevery & Harrington Harbour in May, 2015 and the eastern communities of the Municipality of Bonne Esperance & Blanc Sablon in August, 2015.
- Met with a freelance Journalist and the Vice-President in July, 2015, regarding economic development initiatives of the LNS.
- Held several work sessions with Alberte Marcoux of Voyages CoSte regarding their travel agency, tourism initiatives, and the tourism forum project to CED.

- Submitted a project to Industry Canada to develop to develop a tourism marketing plan. It was accepted and Patrick Burke was hired, and a tourism marketing plan was produced. The report was sent to Industry Canada, Canadian Heritage and Economic Development Canada, and will be distributed to the partners, board of directors and other government departments in April, 2016.
- An amendment was made to the Emploi Quebec project to hire a second consultant to develop a scenic road map and work on the web page. Sarah Foster was hired, and a final report was produced.
- Held a meeting with CEDEC (Vicky Driscoll), Coasters (Cornella Maurice, Garland Nadeau), Patrick Burke and Sarah Foster at the Coasters office for an update on the projects.
- Held a meeting with Emploi Quebec regarding support to the museums, Vicky Driscoll, Garland Nadeau and Jean Michel were present at the meeting.
- An in-person meeting was held at the school in St. Paul's in March, 2016, by the Tourism Steering Committee.
- A meeting was held by the Tourism Steering Committee with the MRC in March, 2016, a report was prepared by Jean Michel for the meeting.
- A meeting was held with Coasters, Coop bioproducts, Coop Voyages CoSte, consultants and Kundray regarding branding related to tourism.
- A support letter to QLF for the project submitted to Canadian Heritage to support the museum in Bonne Esperance. Held a meeting with QLF to review the project in November, 2016.
- A support letter to CEDEC for their project to celebrate the 150th anniversary of Canada.
- Worked with Voyages CoSte and CLD on a project submission (business plan) to Canada Economic Development to carry out a tourism forum. The project will be finalized and submitted in May, 2016.

Green House

- Continue to support the Municipality of Gros Mecatina in the development of their sheltered cultivation greenhouse, and fruit tree farming.
- Held a work session with the Green house working committee of MGM in June, 2015.

- The perma-culture gardens were maintained again this year in those three communities (Blanc Sablon, Middle Bay & St. Paul's), through a grant obtained MAPAQ, and in partnership with the CLD.
- A course (study on plants) was given to the Municipality of Gros Mecatina (MGM) in June, 2015, following the launch of the new garden program by Frontier school board.
- The MGM now has three projects in operation (green house, honey berry tree farming, and agriculture/horticulture experiment program). They are doing a great job, but the support of the Coasters and other organizations are very important to their development.

LNS Research Facility

- Held monthly meetings with a representative of ARCLAY technologies and the University of Trois Riviere regarding the research and development project.
- Followed-up with the five other Universities in May, 2015 (ie. Memorial, Concordia, McGill, St. Mary's-Dalhousie, & Rimouski).
- ARCLAY technologies trained two LNS youth In April, 2015, in Montreal for two weeks, regarding production, in order for them to return back to the LNS to work on an internship after receiving the training, to give the training to other people, who will be working in the industry.
- The training to extract antioxidants from the wildberry and to transfer their knowledge of the process to others in partnership with the Canadian Research Council – ARCLAY technologies was held, but the project was put on hold for next year.
- A meeting was held with CED in April, 2015, to assist with the funds needed for the establishment of a research chair on the LNS.
- A project was submitted to ESDC, in partnership with YMCA, to hire a youth intern to assist with the research & development aspect of the NTFP initiatives, the development of a communication plan, which was approved.
- Presented the research & development project to the board of directors of the CLD & the MRC in June, 2015.
- Produced a Framework document for the research facility and approved by the board of directors.

- Support letter for Coop Solidaite Bioproducts to CRIBIQ for a project, entitled “Development of new bio-economy in the LNS”, to aid the Research Facility in their research on nobel coproducts from wildberry and seaweed processing.
- A letter to the CSL for lodging for the research and development students, obtaining their Masters degree, and it was approved by the CSL.
- Opening of the Coop and Research Facility in March, 2016. Much work went into the planning of this event.

Lower North Shore Bio-products Coop

- The board of directors held monthly meetings from April, 2015, to March, 2016. Minutes of each meeting produced.
- A partnership meeting with Coasters and Coop was held in April, 2015.
- A meeting held with three representatives of SADC in April, 2015, to review the bio-products project and the funds missing to open the wildberry/NTFP factory.
- Jobs were posted for berry collectors up the coast (middle & western sector of the LNS), and several people were hired.
- The youth intern from ESDC/YMCA supported the bio-products coop through the development of a communication plan, promotion, etc...
- The intern completed a power-point presentation for the meeting with MAPAQ/Plan Nord, drafted a communication plan, promotion of berries, weekly meetings with CMA Medeiros of CHSSN, researched data, etc...
- Randy Jones, Mayor of the Municipality of Gros Mecatina, followed-up on our behalf with Mr. Yves Melancon.
- A training course was given to fifteen (15) participants on the processing of wildberry, etc... by the CSL.
- A project was submitted to Emploi Quebec to hire five (5) full time people to work at the Coop Bioproducts Processing Plant. A response and all the details of the project will be worked out in April, 2016.

Non Timber Forest Product/NTFP - algae

- Monthly meetings from April to July, 2015, with the CLD and MRC regarding the algae project - the feasibility study.

- All the partners of the algae (CLD, MRC, I&S Seafood, Harrington Harbour Seafood Coop, LNS Fishermen's Association, Shore Grow, Bio-products Coop) have decided to write a letter to the President of the Coasters to support the Coasters taking the lead on the research & development file, to set up a Research Facility and an Industrial Chair on the LNS, prior to them preparing and implementation projects.

Vision 20/20

- Monthly meetings were held of the Vision 20/20 committee, comprised of Coasters, CLD, CEDEC, CSL & MRC, from April to July, 2015. Consultations were carried out across the coast in November, 2015.

Arts & Culture

- Meet with QLF in June, 2015, regarding their approved project, to support the museum in St. Paul's, to carry out a dinner theatre.
- Continued to support the arts & culture network of the CLC's.
- The "Arts Expo project" of QAHN was promoted across the LNS though a presentation to the board of directors by the local artist, Lori-Lee Thomas, and through a promo to the local radio stations and local cable TV.
- Continued to promote the "Old Remedies" book that was produced on the QAHN-SHOMI project.
- A documentary filmmaker (Sebastien Rist) based out of Montreal has submitted and received a development grant from Quebec Arts Council for a feature documentary film, in partnership with the Coasters. Also, funding to carry out outreach + video workshops.
- Mr. Rist visited the LNS in October, 2015, and travelled to Harrington, Tete a la Baleine, St. Augustine, Blanc Sablon and Bonne Esperance. The goal of the project was to highlight the lives of the youth from the LNS, their attachment to the land, communities and cultures, how do they see their future. Also, they offered video workshops to anybody interested.

Youth Programs

Youth Skills Link

- Received the project from Service Canada to carry out a Youth Skills Link project "Work force of tomorrow".
- Requests for funding were made to the LNS Caisse Populaires and the Municipalities of Blanc Sablon, Bonne Esperance & Golfe St. Laurent and approved.

- Job internship placements were carried out. Held meetings with the businesses and organizations to discuss the program.
- Partnerships were established with the QLF, CEDEC, CLD, CISSSCN, Emploi Quebec, Qu'Anglo Communications, TC Business Solutions, Caisse Populaire de Blanc Sablon to carry out three weeks of workshops, prior to their internships at the businesses.
- There were twenty two (22) workshops held with the partners.
- Several documents were produced, schedule of activities, code of conduct, employee guidelines, orientation package, participation forms, charts, etc...
- Produced a quarterly report for Services Canada.
- A final report was produced by Heidi Buckle, Coordinator, at the completion of the project in November, 2015, and the report will be distributed.
- Another project, entitled "Empowering Coastal Youth" was submitted to Services Canada, to hire eight (8) youth. A response is expected in April or May, 2016.

KIDS summer camp

- A great amount of work went into the planning and preparing for the 2015 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 two students and from Service Canada to hire three students. The other four student positions were made possible through funding received from other partners, such as the CSL, CLD, MAMROT, Social Fund of the Uni-Aide Foundation, MNA, and local businesses.
- A project was received from the PARSIS program to hire Shadows for the KIDS summer camp.
- This year, through a project from MAMROT, the Coasters was able to support the Harrington Harbour (HH) swimming pool, the Eau Naturelle camp in Chevery, and implement the "Bring back play" program in St. Augustine, as well as carry out events in all the camps.

- Continued partnership with Quebec 4H regarding insurance for the KIDS 2015 summer camp.
- Held a meeting with all the students in June, 2015.
- A one week training session was held with the students/councillors.
- The members of the Advisory Committee met in May, 2015, to review the recommendations of the 2014 report, and to discuss the operations of the 2015 KIDS Summer camp.
- The Quebec en Forme project approved of their Animators, once again, to work at the 2015 KIDS summer camp.
- 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).
- A detailed final report was produced by the part-time Coordinator, Shannon Keats, and distributed to the board of directors in November, 2015.
- Submitted a project application to Young Canada Works for the 2016 summer camp, to hire three students, but only one position was approved.
- Submitted a project application to Service Canada to hire eight (8) students for the 2016 camp, but no response to date.

R2 program

- R2 follow-up completed with the development agent, and with the schools in April, 2015.
- Follow-up with the CLD regarding the R2 agreement for June, 2015, for one year. The activities are being implemented (enhancement activities in literacy and numeracy, animation in the schools and at the KIDS camp).
- The Coasters signed an agreement with the CLD in March, 2016, for the continuation of the R2 program, in partnership with the CSL, RAP Cote Nord, Junior Rangers, CISSSBCN and Caisse Populaire.

Other activities

- Continued to support the Secondary V graduating students through our School/Community Volunteer scholarship.

- Provided four reference letters for our youth, residing of the coast, for employment purposes.
- Twenty one (21) LNS students (Grade 6 to Sec. V) travelled to Sept-Iles for regional track 'n' meet in May, 2015. Six youth made it to the games in Chicoutimi, 4 to the youth won medals, 2 were selected to the national games, one attended the games in Montreal this summer, and another youth will participate in the Edmonton games in the fall. Hats off to Commission Scolaire du Littoral!
- Continue to hold meetings with representatives of regional transportation companies (PAL) aimed at improving transportation services for youth who must leave the LNS for educational purposes. As a result, a student discount rate was achieved.
- A Career Day was carried out in March, 2016, by the Commission Scolaire du Littoral at St. Paul's school, in partnership with the Coasters and Community Learning Center of St. Paul's River. Ten kiosks were set-up by partners. and one hundred and forty (140) students and adult participants were present.

Communications

Local Wave newsletter

- A meeting with the Local Wave in April, 2015, to identify their needs, membership requirements and sustainability of the newspaper, and another meeting in January, 2016.

Articles

- An article published on the health fund/social program in April, 2015, one on the Senior Day Centers in May, 2015, and the Basse Cote Nord en Forme program in June, 2015, for the Local Wave. Also, an article prepared for Vision 20/20.
- Article prepared for the Gros Mecatina Times (school news) in La Tabatiere regarding the youth initiatives (scholarships, KIDS camp, skills link, BCNenF).
- Prepared twelve (12) PSA's for the local radio stations of various activities/events (Health fund, scholarships, results of AGM, KIDS summer camp, Senior Day Centers, disabled - 'coastal connect", youth skills & Basse Cote Nord en Forme).

Press Releases

- A press release produced and distributed to the Local Wave, radio stations and facebook, regarding the McGill project.
- A press release produced for the Avenir d'enfant program.

Interviews

- The Executive Director conducted an interview with CJAS radio – St. Augustine, broadcasted to Harrington Harbour radio in April, 2015, regarding the AGM.
- The BCNenF Development Agent conducted an interview on all the local radio stations (CFTH, CJAS, CFBS) across the coast in May, 2015, and again in November, 2015.
- An interview was carried out with two local radio stations, CFBS & CJAS in June, 2015, regarding the KIDS summer camp.
- The Director of Programs did interviews on the local radio stations in June, 2015, regarding the McGill scholarship.
- The President did an interview with Radio Canada in March, 2016.
- The Executive Director did an interview with CFTH radio regarding the 2016 AGM in March, and it was forwarded to CJAS and CFBS radios.

Web site

- The web site has been launched in March, 2015. Weekly data is submitted to TC Business Solutions to update the site.

Facebook

- All information is placed on facebook on a daily/weekly basis. This means of communication seems to be a better way of reaching our membership, and to off coast residents (members, youth, etc...), and to promoting the organization.
- There are three facebook pages set-up, one for Coasters, BCNenForme and Senior day Centers.

Twitter

- This means of communication is now being used as well.

IN-OFFICE ACTIVITIES

The following is a summary of on-going activities throughout the fiscal year:

- 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 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, and the Office Secretary on all initiatives.
- Contacted the President, Vice-President and Treasurer 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.
- Prepared a message for veteran's day and placed on all the radio stations across the LNS.
- 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 (i.e.: cabinet, boxes, trays, etc...) binders, folders, clearing out of out-dated data, etc...

CONCLUSION

Should anyone 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 the fiscal year of 2015-2016; however, it is due in part to **YOU**, our board members, staff, partners, and members. Your on-going volunteer support, guidance and advice are greatly appreciated and we **THANK YOU**.

Attachment: Listing of staff

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Executive Director

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Coasters Listing of Staff

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