



Passion,
Perseverance,
& Progress





Table of Contents

- 1 CEO Message**
- 3 Board Chair Message**
 - 3 Board of Directors
- 4 Health & Holistic Services**
 - 4 Supporting DSP Transformation
 - 5 Person Directed Services
 - 5 Paying it Forward
- 6 Human Resources**
 - 6 Recruitment, Retention, and Onboarding
 - 6 Pension and Benefits
 - 6 Training
- 6 Above & Beyond**
- 7 Community Development**
 - 7 Vocational Services
 - 7 Programs
 - 7 Community Integration
 - 8 Lifestyles
 - 8 Sensory
 - 8 Transformation
 - 9 'The Spot' Gameroom
- 10 Success for Robert Bennett at Crossroads Cycle**
- 11 Support Services**
 - 11 News from Directions
 - 11 Stipends, Increasing Wages, Reducing Poverty
 - 11 COVID
 - 11 Serving More Individuals, Reducing Waitlists
 - 11 My Days
 - 12 Oxford Thrift Store, Cafe & Laundromat
 - 13 Sunset Industries
 - 14 Maintenance Report
 - 15 Dietary and Environmental
 - 15 Annual Nutrition
- 16 In Memory**

CEO Message



Julie Hoeg
CEO, The Sunset Community

In reflection of our organization's past year, three words echo in my mind: passion, perseverance, and progress.

Through the months, the most evident characteristic of all employees and supporters of the Sunset Community has been their passion. Passion for providing the best services, the most person-directed activities and engagements, and doing all while keeping each other safe. Our employees continue to be our greatest and most valuable asset, and our passion for participants' happiness and well-being is the common thread that ties us together as a remarkable team.

Perseverance – as the rest of the world began to slide back to their pre-pandemic state of affairs in early 2022, the Sunset Community braced itself against a covid-19 tidal wave. During the first two years of covid-19, we had remained covid-free in our resident population, and only experienced a ripple effect at the end of each wave of covid-19. From February 2022 until the end of May, we were in active outbreak status, with no area of the ARC being unaffected. Staff and Management rose to the occasion and worked countless hours, extra shifts, and followed all precautions to keep residents and each other safe, under the Pandemic-Management leadership of our own, Gina Rushton. Despite the unfavorable working conditions, all managed to work together to ensure overall wellness was maintained. The Sunset Community was truly blessed to have no serious illness or death as a result of the virus. Our focus as we move forward is to value and express our gratitude to those who persevered through this tough period, and to take some time for reflection, recognition, and to have some much needed fun for all!

Most of all this year has been one of progress! As we shift our focus from large facility-based living to the future state of community-based programs, our planning and priorities must also shift. As human resources shortages continued this period, we attempted to determine root causes of low retention. In November 2021, we surveyed Sunset employees to determine the key barriers to becoming and remaining employed at Sunset, overwhelmingly the responses indicated two areas of focus - lack of affordable housing options and lack of childcare options in our local area. This year we moved progressively towards development of affordable housing in our local community, partnered with local groups to create more access to activities/services and bringing the community in to Sunset, as well as further expansion of our Social Enterprises' services and programs.



To summarize a few of the highlights of our projects completed, as well as currently underway:

Courts & Communities in Action project in partnership with Northumberland Tennis and Pickleball Association (NTPA) – fully accessible Tennis and Pickleball courts to break ground June 15th on Sunset ARC's property. This project has been supported by the generosity of federal, provincial and municipal funding, as well as personal donations from the NTPA membership.

Affordable housing development of Driftwood Cottage 30 acre property to provide for small-option homes, Independent Living Support homes, and for employees and other community members. Seed funding grant has been secured from CMHC to begin initial surveying and planning phases, our community partners – Crossroads Cycle will be building the homes.

ILS Pilot Project – Pugwash. \$50,000 donation from Pugwash & Area Professional Centre Board, will support the purchase of land in downtown Pugwash for two future ILS homes.

DSP Small Option Home Strategic Source List - The Sunset Community's proposal was successful and we are now an approved small option home service provider.

Childcare Center – planning and design phases, in partnership with Cumberland YMCA to provide childcare in Pugwash. A proposal to the province is being developed and government approval is pending.

Sunset Industries' Commercial Laundromat project is now completed allowing the program to support larger commercial contracts in our area, as well as to manage a larger capacity of household fluff and fold services.

Adult Residential Center's Program Enhancements & Achievements:

- Reimagining existing space on Sandy Cove to **"the Spot" games room** to meet the interests of participants.
- Purchase of the **Rendever virtual reality system** to provide the ultimate experience!
- Fully moved from traditional IPP annual planning process to the **person-directed Person-centered Planning annual sessions & One Page Profile Development.**
- **Completion of twenty-six transition plans**, these provide a foundation to set and achieve goals identified by the individual.

I would like to express my gratitude to our very engaged Board of Directors, for supporting our dreams to become a reality and setting Sunset up for long-term success and sustainability.

In closing, our team has achieved so much this year, and I am extremely proud to be part of this progressive organization.

Thank you to the entire Sunset Team!





Jennifer Houghtaling
Chair, The Sunset Community

Board Chair Message

I began working in the gardens at Sunset in 2005 and noticed right away the friendly staff and curious clients. It was heartwarming to have visitors come and say hello while I was gardening there and I have always seen Sunset Community as a gem for the Pugwash area. Who would have guessed that now I have been privileged to be Chair of the Board of Directors, and it has been a joy to learn all the wonderful programs and services provided. I want to thank the Board, who are very supportive as we make our way through the challenges of the pandemic and take the time to discuss and consider all of the important decisions we have to make.

I also want to thank our amazing staff. Without the dedication and extra effort of those who face challenges everyday, we would not have this organization. They are the glue and should feel proud of the work they are doing. I sincerely hope each and every staff person understands that they are appreciated. We are certainly in a time of transition and are making plans to adapt to these changes with the care of the residents and staff at top of mind.

It has been a pleasure working with our CEO, Julie Hoeg, as she make certain we as a Board are well informed and provides creative solutions to issues that arise. On behalf of the Board of Directors, I would like to thank Julie for the dedicated effort especially through the past two years.

The Sunset Community's Board of Directors 2021-2022

Chair- Jennifer Houghtaling

Vice Chair – Kathy Redmond

Treasurer – Karma Reid

Member – Rod Gilroy

Member – Millie MacLeod





Health & Holistic Services



Gina Rushton LPN
Director, Health & Holistic Services

Compassion, Commitment, Strength

When I think of this past year, it brings an overwhelming flood of thoughts and emotions that include, first and foremost, that we have the most compassionate, committed, strong team! Initially I had felt I wouldn't include COVID in this annual report however to avoid inclusion would not acknowledge a defining period in this past year and in the history books. I am beyond proud to be part of our Sunset Community Team as we navigated together the largest hurdle in 40 years I can recall. Through the good days and the not so good, when I think thirty-three staff out at a given time off work with COVID, we got through it with committed dedicated staff at all tiers of the client services team and departments. Scheduling team and their creativity to always come up with another solution. Our Health Center who day after day rose to the challenge of the daily client COVID assessments and the barriers of isolation, who along with RCs, Holistic Services Managers did whatever was needed to be done to ensure client and family needs were met both mentally and physically, given the constraints of lengthy isolation periods. We learned to constantly challenge ourselves and problem solve to meet the daily changes to Public Health directives and how best to support clients and staff.

We survived and are now stronger together forever as a team. We are now on the cusp of revival and how to move forward with new ideas, initiative and plans being cognizant of COVID fatigued staff, clients, and not pushing too hard too fast. As this is also the time that many have evaluated next steps and as a result we find ourselves in the period dubbed The Great Resignation, a period where employers must change to create resilience in our culture, be equity centered, fair and above all recognizing mental as well as physical stresses of employees and engage with staff to determine what supports they identify as being what they need and how to show we truly value our employees.

Supporting DSP Transformation

We were able to continue to forge forward with transformation and plan for the future expansion to community of ILS and SOH, while downsizing of the ARC. ILS has expanded from supporting twelve participants to seventeen from March 2021 to December 2021, with further expansion the focus. Truly, participants surmounted significant hurdles to not only survive but also thrive in the face of COVID and be true citizens of the local community. As we plan to expand ILS as well as SOH further, with potentially three new four bed SOH on the horizon and meet as well as exceed future demands and be a leader in our sector, we continually evaluate our status and determine next steps. As is often said we are managing the



present and planning our future and truly the future of Cumberland County. ILS as it is now called had evolved from Community based Options (CBO) established approximately thirty years ago to the program it is now. We are continuously re-evaluating the program to ensure it meets current transformation/ expansion expectations as a result we have moved to eliminate paper process in favor of electronic processes/databases to streamline systems; this allows us to more critically evaluate where we are and determine next steps. This includes changing how we historically provided these services to participants to providing evidence based outcomes that illustrate true community engagement/integration. All of this is happening while experiencing significant fiscal restraints in terms of rising costs of food, rent, fuel and operating costs in addition to sourcing new rental properties for housing.

Driftwood Cottage remains at capacity of eight with all men in the home taking pride in their home and living their best life.

Current census in ARC is 59 this is our lowest census since July 2018. We have had our first ARC licensed capacity review in April 2022 as set by DSP; our capacity is now set at 62 down from 66. Capacity review will be an annual process with ARC capacity continually declining until closure over the new many years.

Person-directed Services

An area that has experienced significant progress in the past year and is so near and dear to us all are client Person Centered Reviews (PCRs). We have managed to continue weekly PCRs for the most part, completing fifty-four PCRS since June 2021. Through COVID there have been delays due to client illness, isolation as well as families not being able to attend in person or unable to utilize technology. We have truly gotten to know clients and families so much better through PCRs; as well as receiving valuable feedback from families on how they feel we are doing. This process sets the pace for client services departmental goals that are set by the wishes and desires of the clients and their families we support. We feel so strongly about this that we now have a spreadsheet that contains each client's goal(s) easily available to all that enables the HSM to easily access and meet with their staff monthly to assess goal development and ensure client's wishes are fulfilled.

Paying it Forward

Finally, to close a true good news story, I wanted to share a trust account that has been established in memory of a client who recently passed after living with Sunset Community for 37 years. This trust was made possible by his sister/SDM donating \$6000 to Sunset Community in appreciation of the many years of dedicated care we provided her brother. After discussion with the sister, we determined the trust would be a Pay it forward account for clients. Clients often have limited funds and therefore less access potentially to activities that they may enjoy or purchases they would like to make that improve their quality of life. This account made its first disbursement to pay for a like new used guitar for a client that music is integral to his happiness through personal enjoyment and sharing his music with others.

I would like to take a moment to recognize and thank the entire Sunset Community team for all your commitment in the past year and am looking forward to the opportunities the next year will bring as we move forward in the new normal as a resilient post COVID team!





Human Resources

There have been several improvements to systems this year, including: the implementation of electronic personnel files; updates to our performance development and attendance support programs; modernized our training systems; and more. The modernization of these systems/programs allows for reduction in workload for all those involved.

Recruitment, Retention, and Onboarding

Since April 2021, the Sunset Community has welcomed 60 new employees to our team. We have averaged an increase of five (5) new employees per month since October 2021. With regards to the 2021 Fiscal Year (01-Apr-2021 to 31-Mar-2022), we report a turnover rate of 1.94%, with a positive net change in staff in the 2021 Fiscal Year of thirteen (13) people.

The Nova Scotia Disability Support Program has assisted with recruitment by providing a team of Recruitment and Immigration personnel to which our Human Resources Coordinator can contact for assistance. This program also has a relocation incentive of \$2000 and has provided additional funding for events that aid in retention of staff (such as for staff events, up to \$2000 per event).

The use of *Not Myself Today* is ongoing to continue to foster and support a mentally healthy workplace.

Pension and Benefits

As of June 2022, the Health Association of Nova Scotia has moved its Benefits coverage to Medavie Blue Cross. With this change, employees must now enroll in Health and Basic Dependent Life insurance when eligible. A noticeable change is an increase to funding for Mental Health practitioners (psychologists, psychiatrists, etc.). We continue to offer one of the best Pension programs available in the province, provided by NSHEPP.

Training

While getting the bulk of our training completed has been difficult due to COVID-19, it is improving as we enter the warmer months of 2022. The majority of training has now been expedited thanks to the use of Survey Monkey. Tasks that used to require manual grading and tracking are now done automatically and electronically. Thanks to this saved time, additional training has been implemented to ensure we provide the best care to all of our clients and participants.

A.J. Laird, Human Resource Coordinator

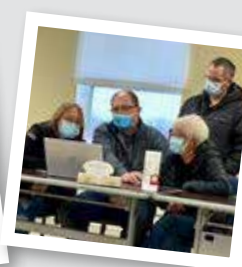
The Sunset Community Recognizes Employees who go "Above & Beyond"

In October, to celebrate Continuing Care Month, we implemented a new employee recognition program. The goal of this program is to show our thanks and gratitude for those who truly do go above and beyond, recipients may be nominated by their co-workers or Management. Since October, the following employees have received this award, congratulations and keep up the great work!

Sylvia Hillman
Sue Cole
Karl Hansen
Jenna Cail
Leah Brander
Mikaela Ferrigno
Barry Smith
Victoria Varner
Carl Blackwell
Kathie Betts
Christa Brophy

Dianne Buckler
Shelby Brown
Felicia Holden
Amanda Purdy
David Colborne
Christine Hillman
Nicki Fullerton
Tasha Darragh
Sandy Dickson
Patricia Beaton
Christe Brander

Christine Spencer
Christine Carter
Linda O'Hara
Kerry Adams
Ashley Stevens
Leanne Killen-Leblanc
Marsha Croft
Isabel Keiver
Rollie Eastman
Casie Skidmore





Community Development

Vocational Services

At the time of this report there are 68 program participants (all areas) by The Sunset Community of which:

- 26 live at the ARC
- 10 live in the ILS program
- 7 live at home with family
- 8 live at the Driftwood Cottage
- 7 live at Shady Rest (Oxford)
- 5 live at 4 Seasons Manor (Oxford)
- 5 Live at Cumberland Community Home (Oxford)



Dean Pounder
Director, Community Development

Programs

Sunset provides programs at Sunset Industries in Contract services including laundry Services, Wood working shop, Thrift Store and our Lifestyles @ Sunset Industries program.

The ARC provides programs in Dietary, Housekeeping, Laundry, Maintenance, Lawn care, Garden maintenance, Snow removal, Administration, Lifestyles, Canteen, Reception, Vocational program and on unit work sites.

Our Social Enterprise in Oxford which currently supports 13 participants learning the many varied store operations.

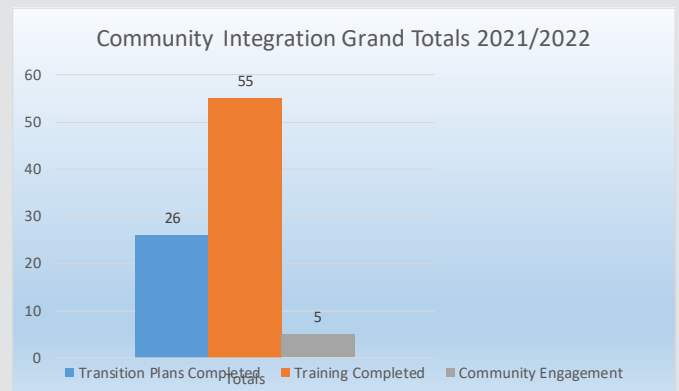
In addition to participating at Sunset, Sunset Industries or Oxford individuals have the opportunity to work in the community with various partners throughout the year such as:

- 1 individual continues working at the Co-op working 2 days per week.
- 1 individual works with the village commission throughout the year.
- 1 individual works at the KGB one day per week each on Thursdays.
- 1 individual works daily at the library

Community Integration

In April 2021 we created our Community Integration role with a scope to support people as they get ready to transition from Sunset into community based settings in the future. We heavily adapted a DCS tool to create a transition plan that we use for all program participants that ask specific questions around the wants and needs of each individual that goes through this process.

From that we develop goals that will work on the skills required to be successful in a person's chosen community. We also aim to connect individuals in communities so that when they transition from our programs they already have connections in their chosen communities.





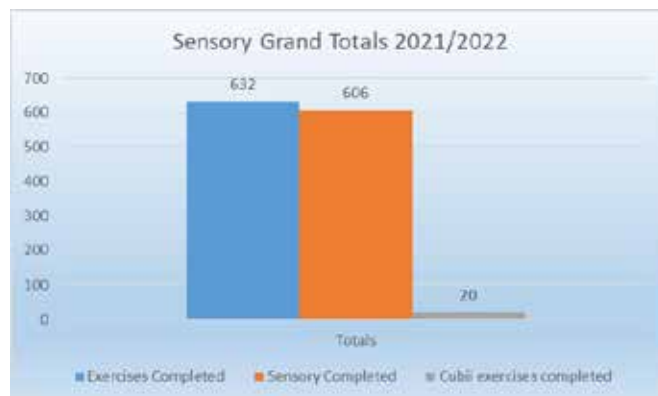
Lifestyles

Our Lifestyles team delivers programs based on the wants of individuals always ensuring we can provide the best possible outcomes at all times. We use our “Preferred Activity” tool so we are aware of the wants of clients and then base programs/activities around that tool. We update this bi-annually.

- Create and use KPI's that track our performance as a group and deliver timely updates on what we accomplish each month.
- Supported new Lifestyles staff in learning all aspects of their roles and have a new Lifestyles Manager who has also gone through a huge amount of learning this year in her role while supporting a new scheduler in their new role.
- Completely changed the Lifestyles area remodeling the kitchen area with new workspaces and a cozy sitting area that is a wonderful chill out zone.
- Created “The Spot” which houses the pool table, Arcade machine as well as some funky artwork and lighting.
- Able to purchase the Rendever system through gaining funding that will deliver curated VR activities to many who live at Sunset.

Sensory

The Sensory Coordinator role was created in 2021. The Sensory Coordinator is responsible for the delivery of services that support client's sensory needs working under the direction of OT/Manager Health Services/Lifestyles Manager. The role delivers and high quality sensory integration programs to clients with a range of complex needs. This role is incredibly important to the wellbeing of those the role serves not only from a sensory perspective but also delivering exercise regimes as required.



Transformation

As the year progressed we started to develop plans that will align with the DCS transformation plan that is underway. These plans include:

- Developing a small piece of land in Pugwash to accommodate up to 2 small 1 bedroom homes for our ILS program participants
- Developing the Driftwood Cottage property to include a mix of SOH's and 2 bedroom modular homes that will be used for our ILS program and the local community.
- Working on plans to build SOH's in the Amherst area based on the wishes of those we serve.

The year 2021/2022 continued to be a stressful year for everyone including all of us here at Sunset due to the Covid 19 pandemic. However as always at Sunset we find a way to support clients and each other.

As stressful as Covid 19 has been there are many exciting projects on the go at Sunset including those that will see us work towards our goal of supporting the DCS transformation project while growing our organization ever more into the communities we serve. These are exciting times at Sunset and it is great to be involved in so many projects that will see Sunset continue for the next 100 years and longer.

Last but by no means least I would like to take this opportunity to thank all employees for their hard work throughout the last year.



Our main goal at Sunset is to be open to and listen to participants and their ideas as to how they prefer to spend their time. Several ARC residents expressed interest in playing pool and gaming, and from this, "The Spot" has been created. Transforming the previous "Sanctuary" space that was not being fully utilized, in to a games room, complete with our pool table, big screen TV, and old school arcade games! There will many pool tournaments in our future!



Funding secured for new Rendever Virtual Reality System!
During the past year of isolation, our Lifestyles department began to look at creative ways to offer residents new experiences. The Rendever headset system offers people the opportunity to travel all over the world, and to have a close-up view of many amazing activities they may not otherwise have exposure to. Funding for this system has been provided by the Federal program, New Horizons for Seniors, and is providing a wonderful activity that many are participating in regularly.



Success for Robert Bennett at Crossroads Cycle

Robert Bennett started working for Crossroads in February of 2021 and has since gone on to “fill a niche” (Nancy Burgess – Graham) position at Crossroads making many different types of trusses for their shed business along with building picnic tables, doors, medallions and starburst railings.

Robert was initially nervous about starting in his new role as he had spent many years working at Sunset Industries where work was more laid back. In his new role many other functions rely on Robert to get his part of the job done. Robert says “I am part of a process and people rely on me to do my bit.”

Robert is now a “versatile” member of the team (Nancy Burgess – Graham) who is consistent and can be relied upon.

Robert very much enjoys working at Crossroads and says it is an awesome place to work and of Lee the owner he says “Lee will do anything for you as long as you are doing your work”.





Support Services

This has been a year of change in our Support Services Department with new leadership in our management team and many retirements with some of our long term unionized staff. I am proud of the accomplishments we have made and the new relationships we have created over the past 12 months. I remain thankful for the opportunity to work with the staff and clients here at Sunset Community.



Terri Brander
Director, Support Services and
Social Enterprise

News from Directions

Stipends, Increasing Wages, Reducing Poverty (Volunteer, Trainee, Worker) - Directions agencies issue over \$1,500,000 annually in stipends. However, depending on how it is applied, it can become a sub-minimum wage, which is not permitted under labour standards. The province of New Brunswick is presently eliminating the use of stipends.

Patterson Law was engaged to help create a tool on wages/stipends for use by member agencies. Briefings have been held and background materials were provided. The final product will include references to various payment types and the roles that participants can play.

COVID - Covid was a challenge again this year for all agencies. The Fall Directions Conference provided an opportunity to share information on the impact of the pandemic, as well as, to identify innovations in service delivery that have been incorporated in our practice. There was discussion on agency developed vaccination policies and implementation of vaccine passports.

Serving More Individuals, Reducing Waitlists - The last Directions waitlist survey prior to the pandemic found there were over 500 individuals waiting for services. This is likely an underestimate of demand, as some agencies do not maintain a formal list.

My Days - DSP set out with a goal of providing individuals with disabilities with an opportunity to participate meaningfully in programming that aligns with their interest and helps them meet their goals. By providing a broader menu of options to choose from, persons with disabilities will have autonomy and choice over how they spend their day.

It was recognized that the term 'day programming' is not inclusive and needs to be updated. It was decided to call the new initiative, **"My Days"**.

This is where participants can create their ideal week by selecting what they want to do each day.

Sunset is currently working on the proposal to be on this Strategic Source list. Care Coordinators and participants will then review and select service providers that offer their desired activity from this list.

Selected Service Providers will be notified that a participant transitioning into community would like to access a **"My Days"** activity through their organization.

“If everyone is moving forward together, then success takes care of itself.”

– Henry Ford

Oxford Thrift Store, Café & Laundromat – Social Enterprise(s)

2021/2022 been a very successful year even with all the challenges of the pandemic, snowstorms and shutdowns.

In November, a new manager was hired to the operation in Oxford. We had a few Covid outbreaks at the store throughout the winter and we were able to keep the shutdowns to a minimum to lessen the impact on our participants and sales. We were also plagued with snowstorms that all seemed to occur on Saturdays which closed the store on numerous weekends throughout the winter. We were able to keep staff on site to keep up with the Oxford Frozen Foods Laundry.

The two apartments are now occupied with 2 clients in the ILS program.

Our café continues to serve ice cream and hot drinks without any in-store seating.

Oxford revenues compared to the previous year:

Current Year (2021/2022)	Previous Year (2020/2021)
\$94,648 (without adjustment)	\$85,154 (without adjustment)

Raw sales data shows that there was an 11% increase in revenue for the entire operation in Oxford for the 2021/2022 year. In January we were able to secure a slight increase in the laundry service by \$1.00 per load; we also increased prices slightly on thrift store items, ice cream, bag day, and started holding a few extra auctions on a weekly basis. These small increases will increase revenue by 20% this year.

We have had some challenges throughout the year but still managed to increase revenue and participants steadily. We currently have 14 participants registered for our weekly operations and programs with more waiting to access our programs as soon as space permits us to increase levels.

As we work throughout the current year, we hope to complete a renovation at the Thrift store that will allow us room for more people to participate in our programs. We will also work towards increasing revenue by having more auctions and various fundraisers.

At this time, I would like to thank Sunset for giving me the opportunity to work in such a rewarding position. I also would like to mention Patty, Amanda, Hilary, Spencer and Raelyn for all the hard work they do on a daily basis to provide great care and compassion to our participants. *"A manager is only as good as the people they manage"*. These people make managers look pretty good.

Thank you for this opportunity, I look forward to the future accomplishments of the Oxford Thrift Store.

Wade Adshade
Manager, Oxford Thrift Store



Sunset Industries – Social Enterprise(s)

2021/2022 has been an improvement over the previous year.

Our site in Pugwash offers 5 shops/programs (up from the original 3). We now provide options for participation in contract services, woodshop, lifestyles, laundry and thrift store. We are funded for 6.8 full time positions, and one manager.

The transition plan for the Industries that we began back in 2018/2019 has come mostly to completion. The thrift store moved and is gaining a good customer base; the new commercial laundry was completed this year; and the former laundry room was renovated into a useful space. The only part of our ambitious plan we have not accomplished (yet) is the installation of the wheelchair ramp at the rear entrance to replace the existing cement ramp.

Contract Services program has transitioned also with new products being produced and the introduction of arts and crafts as part of weekly activities. The contract room has stopped processing laundry (as it had for many years) as that task has moved to the laundry shop and the participants of that program.

Woodshop has operated at a reduced capacity through most of the year. Participant's schedules (as in all shops) have been affected by Covid. By and large, the shops have remained mostly open to clients this year with occasional shut downs for a couple weeks at a time. This has affected production in the woodshop.

Lifestyles Program has thrived this past year. This program provides hands on arts and crafts work, caring for plants, and making all sorts of jewelry and seasonal products, which we sell through our thrift stores. Participants love this program and have a high degree of engagement.

Laundry Shop – our newest program / shop began full time operations in October 2021. We now have four commercial laundry customers (Windsor Salt, Thinker's Lodge, Ski Wentworth and the Hillcrest Motel). We continue to provide a fluff and fold service to the public.

Our client numbers returned to mostly pre-Covid standards, although the majority have moved from full-time to part-time participation. We have served 32 individual participants in our programs at Sunset Industries and made good progress increasing the number of ARC participants in SI programs.

From a financial perspective, Sunset Industries is growing again. Our thrift shop is pulling in revenue now and our new laundry has expanded our customer base with both commercial customers and public. Our woodshop program is challenged the most, with a year of start-stop routine. Having participant's work on projects interrupted for long periods has slowed production and contributed to increase wastage. While at the same time, the cost of materials has trended upwards steadily. Our best goal for the woodshop over the next year will be to break even.

Sunset Industries revenues compared to the previous year:

Current Year (2021/2022)	Previous Year (2020/2021)
\$65,139 (without adjustment)	\$57,922 (without adjustment)

Raw sales data shows this year of challenge but with gains over the previous year. The raw data has not been adjusted (corrections) and may vary very slightly from actuals. We see an approximate increase in sales of 12%.

This has been a rebuilding year for us. Coping with Covid has meant finding innovative ways to deliver programs to our clients/participants and keeping production going in our shops, earning money to continue the program.

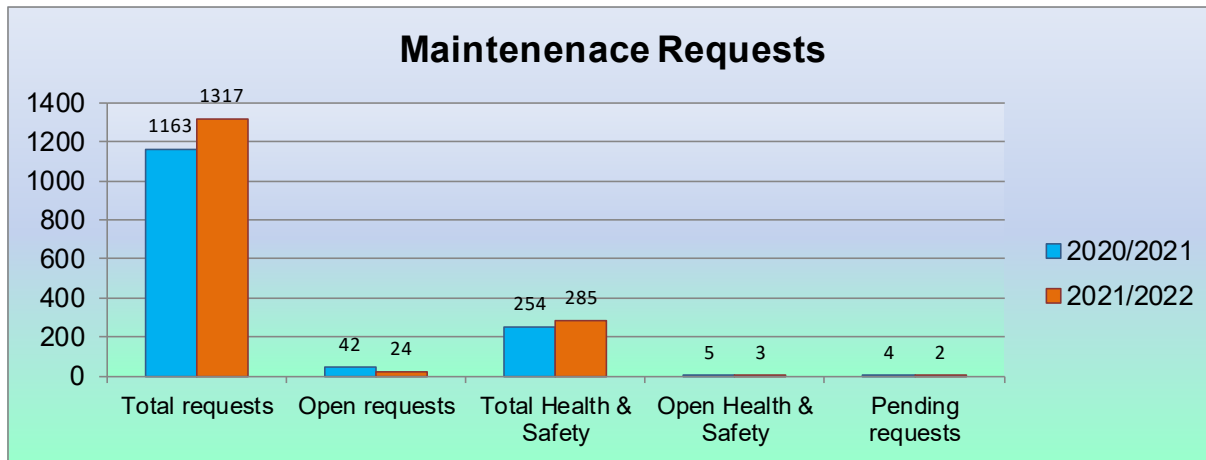
It is my pleasure to work with the staff and clients and my fellow management team at Sunset through what has been an exceptionally challenging year. I give credit to our staff and participants who have adapted and coped over the past 12 months. Through it all, we have seen great resilience and enthusiasm and a desire from everyone to make the best of our situation, and I believe we have.

Randy Thompson
Manager, Sunset Industries & Social Enterprise



Maintenance Report

Our small team of four staff receive over a thousand requests each year. The chart below displays the total maintenance requests, open requests and health and safety requests over the last two fiscal years with a summary of our operational projects and purchases below. The maintenance team complete many more requests that do not make it onto the database each year mainly due to the urgent nature of these requests.



Operational Projects and Purchases include:

In 2021:

- Renovation of the Oxford apartments ready for ILS clients
- A new server was purchased and installed in the kitchen
- Washing machine #2 was replaced
- Completion of returning Sandy Cove to the Lifestyles department and inclusion of new offices for Scheduling, Transition Planning and Community Integration
- A new office space and bathroom was constructed in the upstairs of the Oxford store for ILS staff
- Dividing walls and staging built for set up of the Sunset Industries commercial laundry
- Renovated/painted the gazebo and stage in the ARC grounds
- Anti-slip paint applied to the main entrance ramp
- Purpose built moveable island/workstation for Sandy Cove
- Installed new mains water shut off in the basement of the Oxford store and apartments
- Identified water shut off points for the Oxford store and apartments
- Installed new light bulbs throughout the basement area of the Oxford store, about 20 bulbs
- Winter prep - 7 vehicles Rust Checked, tires changed, plow, salt spreader, tractor prepped
- Wheelchair and Passenger vans brakes inspected, replaced on Passenger van, compliance inspected

Operational Projects and Purchases include:

In 2022:

- Temporary painter position filled Jan - Jul 2022
- Winter issue - Plow truck has wiring issues – able to use but still has problems, contracted Jonathan Mundle to salt the parking lots for winter storms. Tractor throttle and brakes replaced. The red truck has had some repairs and recall work.
- Renovation completed on the gym at the Sandcastle building ready to become the new storage area
- Moved gym equipment to the smaller of the upstairs rooms at the Sandcastle building for staff use
- Shelving dismantled and reinstalled in the old gym ready to transfer items from the storage building
- Contents of the storage building moved to the new storage area
- A new water bottle filling station has been installed in the basement of the ARC

Carol Pounder

Manager, Maintenance and Safety Services

Dietary and Environmental

Highlights over the year include:

- In Dietary, we purchased a new Robot Coupe, Blixer Machine and Microwave.
- Dietary also received a new convection oven to replace an unrepairable older model.
- Environmental Services purchased new anti-fatigue mats for employees to reduce the risk of strain injuries.
- An auto scrubber and floor-polishing machine was provided to our housekeeping department as well as a Victory Spray gun, which provides electrostatic spray of sanitizer on all hand touch surfaces.
- Helping to make our facility a more home like environment we purchased a wide selection of colorful prints and placed them all throughout the building. New curtains and rods as well as couches and chairs were bought and replaced some pieces of furniture that could not be repaired.
- To help against the spread of Covid, extra housekeeping staff were scheduled throughout the year to maintain contact surfaces throughout the facility.

Don Goguen
Manager, Support Services

Michelle Lavender
Assistant Manager, Support Services



Annual Nutrition

The last year has flown by!

Here at the ARC we continue to host regular monthly food committee meetings with clients, which have been educational, fun and full of laughs and of course snacks! Meetings continue to have 6-8 clients and 3-4 staff members participate on a regular basis. Clients continue to provide feedback and suggestions on holiday meals, desserts and beverages as well as engage in discussions around “comfort foods”, individual preferences, cultural cuisines, meal balance and history on foods and dining related to special holidays and world events.

Recipe standardization continues, as it is a lengthy process. Dietary staff continue to be very engaged and supportive of this process and have a better understanding of the nutritional concerns for those requiring texture-modified foods as well as the importance of taste testing for quality and texture. I currently have printed and placed a 15-page rough draft copy in the kitchen to have as a reference tool for staff.

Client Chair Fitness classes had been a huge hit prior to having building/cove restrictions due to COVID. Clients enjoyed a variety of upper and lower body exercises, stretching, mobility games and music all from the safety of a chair or wheelchair. Lifestyles staff help make this a much more enjoyable and engaging class as they help with cueing and demonstration as well as encouragement for clients to participate throughout the class. Class participation ranges from 8-15 clients at any given session. Classes are to resume as restrictions ease.

Angela Ward, RD



In Memory



IN LOVING MEMORY
AL GILLIS

March 27, 1944 - February 18, 2022

Alison Gillis served on the Sunset Community's Board of Directors from 2013-2020, as Board Chair for five of those years.

Al was a champion for Sunset, advocating and supporting growth and progress for the organization, and always with the participants' best interest at heart.

Al's dedication to Sunset will never be forgotten, nor will his kindness and compassion.

Thank you Al, love all of your friends at the Sunset Community.



IN LOVING MEMORY
**RONALD IRVIN
LAND**

January 30, 1947 - March 5, 2022

Ron enjoyed being outside with his favorite staff, the sun on his face and the wind in his hair. His love of the outdoors was second only to his love of dining. Ron will be lovingly missed and always remembered by his Sunset Family. Dr. Vita Land, Ron's sister, has graciously donated \$5443.76 to the Sunset Community in Ron's memory to help finance special purchases to improve resident's quality of life, for items they normally would not be able to afford. This generosity and pay it forward donation is greatly appreciated.



the SUNSET COMMUNITY

P.O. Box 130
Pugwash, N.S.
B0K 1L0
902-243-2571



@thesunsetcommunity



@thesunsetcommunity.ca

www.thesunsetcommunity.ca

