



ANNUAL GENERAL REPORT

for the Year
September 01, 2022 to August 31, 2023





Annual General Report

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MISSION

Elves Special Needs Society provides individuals with severe disabilities and complex needs with a unique and comprehensive individualized educational or day program to promote maximum development and to enhance the quality of life of individuals and their families within a supportive and caring environment.

VISION

The vision of Elves Special Needs Society is to offer developmentally-appropriate activities that are foundational to the physical, cognitive, and social well-being of every individual.

VALUES

Elves' Policies and Practices reflect the mandate of providing the safest yet enabling environment, and educational programs and services. Early Education and School Programs are focused upon continuing to provide wrap-around services to Elves' children/students.

- Fostering supportive, inclusive opportunities based on the abilities and needs of learners of all ages.
- Facilitating learning across the lifespan.
- Promoting family-centred services, and family well-being. Supporting service excellence and professional learning. Equitability access to resources and accountability. Experience of learners, families, staff, and community partners.

Accountability and Reporting

- Copies of Elves' Audited Financial Statements are available at Elves' Annual General Meeting on **November 22, 2023**, or upon request to Elves' Executive Director.
- Full copies of Alberta Education Accountability and Adult Program Reports can be found online at: www.elves-society.org/about-elves/reports-legislation

For information, please contact Elves at 780.454.5310, or info@elves-society.com.

President's Report

Elves' Board of Directors are a highly-dedicated team of parents and professionals with varying backgrounds and experience. Consisting of 12 members, Elves' Board strives to uphold our values and mission to support and grow our community. This year at our Annual General Meeting (AGM), we will be saying goodbye to Stephanie Atkin, who is in her last year on the Board and is sitting as Past-President. We have all benefited from Stephanie's expertise and strong leadership. Thank you to all directors who volunteer their time on behalf the community.

Annually, Elves Special Needs Society (Elves) provides services to approximately 500 persons with special needs who are ages three into late adulthood, through educational, adult day programs, and pediatric site-based respite services. Our unique operations support program participants with severe and complex developmental, medical, physical, intellectual, or social-emotional needs. Elves' families and centre-based teams work together to design programs based on the abilities and strengths of those enrolled at Elves. Financially, Elves' operations are stable; all Elves' operations are 100% dependent on funding from the Government of Alberta.

On behalf of Elves' Board and community, we extend our condolences to the families, caregivers, friends, and staff at the passing of Connor Carriere, Aiden and Gavin Mitchell, and Daniel Blyschuk. We also wish to recognize all those caring for and supporting persons with complex needs.

As medically-vulnerable persons attend Elves, health and safety remained a priority for Elves as the programs operated under COVID-19 restrictions. While there has been ongoing oversight of best practices and community health, Elves' Board of Directors approved final changes to Elves' COVID-19 and Communicable Disease Policy in September 2023, enabling staff to work mask-free unless there were associated health-related matters requiring individual or group masking, or Alberta Health Services intervention.

We wish to thank our families who have selected Elves' services and supports and recognize the leadership and openness of all frontline staff and specialists who ensured the safety and well-being of those enrolled in Elves' programs. Together we adjusted to the changes in community health and modified directives, along with welcoming the increased opportunities for in-person communications including the first in-person golf tournament since 2019.







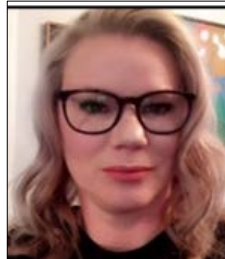






Throughout the year, I welcome any families or friends of Elves to contact me or Elves' Executive Director, Barb Tymchak Olafson, should you wish to learn more, volunteer, or donate to our many initiatives.

Heather Fonteyne, President
Elves Board of Directors

Elves' Board of Directors

The composition of Elves' Board of Directors - The total number of Board Members who are parents/caregivers of clients in *any* Elves program shall be at least six:

- (i) three (3) from Elves' Adult Program;
two (2) from Elves' School Program; and
one (1) from Elves' Early Education (ECS) Program
- (ii) The remaining six (6) Board Members may be community members. Should these positions be unfilled by community volunteers, Elves will seek additional parent representatives.

				
Heather Fonteyne President (Adult Program)	Mildred Ncube Vice President (ECS Parent)	Stephanie Atkin Past President (Community)		
				
Peter Jansen Treasurer (Community)	Raewyn Edwards Secretary (School Program)		Connie Copley Director (School Program)	Karen Ens Director (Community)
				
Joyce Oliver Director (Adult Program)	Khurram Shahzad Director (Community)	Natalie Viesel Director (ECS Parent)	Kristen Ward-Diaz Director (School Parent)	Terry Wright Director (Adult Program)

Financial Statements

Copies of Elves' [Audited Financial Statements](#) for the year ending August 31, 2023 are available for your reference during the AGM or upon request. The Society concludes the operational year (September 01, 2022 to August 31, 2023) in a favourable fiscal position. Major funding continues to be provided by the Ministries of Education, Community and Social Services, and the FASD Cross Ministry. The Board has identified capital projects such as building of the expansion and purchasing of specialized equipment, as priorities for both past and future years.

NET ASSETS YEAR ENDED AUGUST 31, 2023

PROPERTY AND EQUIPMENT	\$3,652,404
INTERNALLY RESTRICTED FOR FACILITY MAINTENANCE AND CAPITAL	\$1,650,000
INTERNALLY RESTRICTED FOR FUTURE OPERATIONS	\$540,000
UNRESTRICTED	\$31,903
TOTAL	\$5,874,307

ELVES' REVENUES FOR THE YEAR ENDED AUGUST 31, 2023

FUNDING	SCHOOL	ADULT	RESPITE	SUMMER	TOTAL
GOV. OF ALBERTA	\$ 6,853,232	\$ 3,792,068	\$ 86,750	\$ 133,217	\$ 10,865,267
SCHOOL BOARDS	\$ 588,758	-	-	-	\$ 588,758
AMORTIZATION	\$ 124,822	\$ 53,496	-	-	\$ 178,318
INTEREST	\$ 95,335	-	-	-	\$ 95,335
OTHER	\$ 6,814	\$ 17,833			\$ 24,647
TOTAL REVENUE	\$ 7,668,961	\$ 3,863,397	\$ 133,217	\$ 86,750	\$ 11,752,325

ELVES' EXPENSES FOR THE YEAR ENDED AUGUST 31, 2023

	SCHOOL	ADULT	SUMMER	RESPITE	TOTAL
INSTRUCTION	\$ 4,452,734	\$ 3,081,730	\$ 54,836	\$ 101,160	\$ 7,690,460
OPERATIONS/MAINTENANCE	\$ 305,194	\$ 215,448	\$ 700	\$ 3,874	\$ 525,216
ADMINISTRATION	\$ 528,824	\$ 423,798	\$ 6,460	\$ 15,636	\$ 974,718
TRANSPORTATION	\$ 2,117,072	\$ 44,967	\$ 18,415	\$ 12,547	\$ 2,193,001
AMORTIZATION	\$ 227,393.00	\$ 97,454.00	-	-	\$ 324,847
LOSS ON DISPOSAL	-	-	-	-	-
TOTAL EXPENSES	\$ 7,631,217	\$ 3,863,397	\$ 80,411	\$ 133,217	\$ 11,708,242

	SCHOOL	ADULT	RESPITE	SUMMER	TOTAL
EXCESS OR REVENUE FOR THE YEAR	\$ 27,023	-	-	\$ 6,339	\$ 33,362

Location and Planning Committee

Committee Members:

Stephanie Atkin, Gene Hochachka, Chris Idenouye, Barb Tymchak Olafson

Purpose of Committee:

Elves' Location and Planning Committee offers oversight toward matters associated with capital planning, building and equipment upgrades, and facility maintenance including annual inspections and Hemisphere Study upgrades. The Committee addresses improvements with consideration to services in conjunction with Society revenues received through operations and fundraising initiatives. The Fundraising Committee works toward acquisition of donations and grants that will meet these outcomes.

Elves' Facilities and Capital Projects

Technology

In September 2022, a premature server failure affected the fluidity of operations. Supply chain issues impacted the timeliness in which the system upgrades could be completed, which were able to be undertaken in Spring of 2023. Prior to the server replacement, Elves relied upon our technology supports to reset the



system until a loaner server could be acquired. Elves also replaced over ten computers that were at end of life and updated Windows systems for the majority of the 90 computers and seven Smartboards that are utilized daily. Elves is grateful for the generosity of donors and those who participated in 50/50 fundraising initiatives. With funds raised, there were four iPads purchased to support learners who are learning how to use augmentative communication systems to communicate with others.

Facility Maintenance and Upgrades



Elves operates Elves Child Development Centre (ECDC) building, which is owned by the Province of Alberta. In the Spring of 2023, Elves completed an updated Lease Agreement with the Government of Alberta related to School Program occupancy of Elves Child Development Centre. 100% of the classrooms and shared spaces are being accessed for early childhood programs and FASD Respite service.

Elves owns and operates Elves Adult & Youth Centre (EAYC). The EAYC expansion was completed in 2020. All available spaces are occupied to support school and adult operations. Elves is responsible for 100% of facility maintenance and upgrades associated with this building.

Highlights of Capital Purchases/Maintenance

Inspections and Studies	Planned Maintenance and Capital Projects	Emergency Capital Projects
<ul style="list-style-type: none"> • Heating Inspections • Life Safety (emergency system) Inspections • Electrical Study 	<ul style="list-style-type: none"> • Elves' server replacement • Replacement of 10 computers • Update 70 computer systems • Update SAGE accounting system • Adult Program floor and ceiling lift repairs • Plastic wall board installation (EAYC hallways, 14 rooms and gym) • Purchased 5 iPads • Painting of two interior rooms and exterior siding • Purchase furniture for Adult Program staffroom 	<ul style="list-style-type: none"> • Sump pump replacement

Inspections

Annual Life Support Systems (Fire, Water Systems) and Heating Cooling Inspections were scheduled in Winter 2022/2023. The work was also reviewed during the annual Fire and Public Health Inspections scheduled in Spring 2023.

Elves commissioned a Roof Inspection in Spring 2023.

Further to our inspections, Elves replaced a gas line and broken valve on a furnace.



Roof Inspection was also scheduled for the new expansion. Full inspection will be completed in 2023/2023.

Plastic Wall Board Installation



This multiphase project addresses protection of walls in rooms and public spaces. During the past year, plastic wall board was installed in the north hallway, 14 rooms, and the gym at Elves Adult & Youth Centre.

The plastic wall board is intended to protect painted surfaces and prevent costly repairs that can result from contact with equipment or learners.

Water and Septic

Elves Adult & Youth Centre expansion relies upon a lift station to pump water from the facility up to street level. Elves replaced two septic pumps that support Elves Adult & Youth Centre building.

Serenity Garden

Elves thanks all families and friends who continue to donate toward our Serenity Garden. In 2023, Elves purchased a pop-up gazebo to provide shelter to those who spend time outside. The community has enjoyed and benefited from the variety of raised gardening beds that have been placed in various areas of Elves' Adult Program Building.

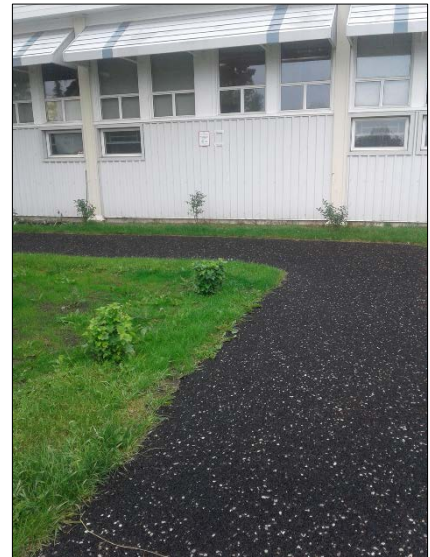


Hemisphere Study

The Hemisphere Study was commissioned to support Elves with planning for capital maintenance for a 25-year period. Annually, there is a review of Hemisphere Study recommendations which outline necessary mechanical, heating, electrical, outer envelope, or systems replacements.



The exterior wooden surfaces at Elves Adult & Youth Centre were painted in the Summer of 2023.



There were also two interior rooms at Elves' Adult Program that were painted. One room was Elves' Adult Program staffroom. There was also seating purchased to enable staff to enjoy a comfortable space while transitioning from socially-distanced lunches.

Fundraising Committee

Committee Members:

Stephanie Atkin, Heather Fonteyne, Jasmine Abu-Msameh, Vivienne Bartee, Marty Cender, Gail Idenouye, Anne-Marie Jackson, Teresa Vano, Barb Tymchak Olafson.

Purpose of Committee:

Fundraising Committee initiatives align fundraising targets and initiatives with projected capital, equipment, and capacity building needs in Elves' community.

General or Designated Donations and Grants

50/50

Fundraising over the course of this year entailed 50/50 events. In 2022/2023, Elves' supporters contributed a gross total of **\$19,220** to Elves' 50/50 events. Elves pays winners 50% of the proceeds or the designated prize. After payment to the winner, administrative, and platform fees, Elves receives approximately 30 – 40% of fees raised.

Charity of Choice

Thank you to the many organizations who have selected Elves as a recipient of a charitable donation. These groups include:

- Erica Legacy Foundation - \$20,000 – To the greatest need
- Enterprise Holdings – \$2,400 – To assistive technology
- Optimists Club - \$3,000 - In support of specialized equipment
- Royal Bank of Canada - \$3,500 - To support Summer Program costs
- Iron Oder Motorcycle Club - \$850 – To support early childhood programs
- Terry Lauzon - \$144.00 + donation of artwork – To support early childhood programs
- Canada Online Giving - \$3,857.76 - To the greatest need
- West Jet – Trip for two

Donations

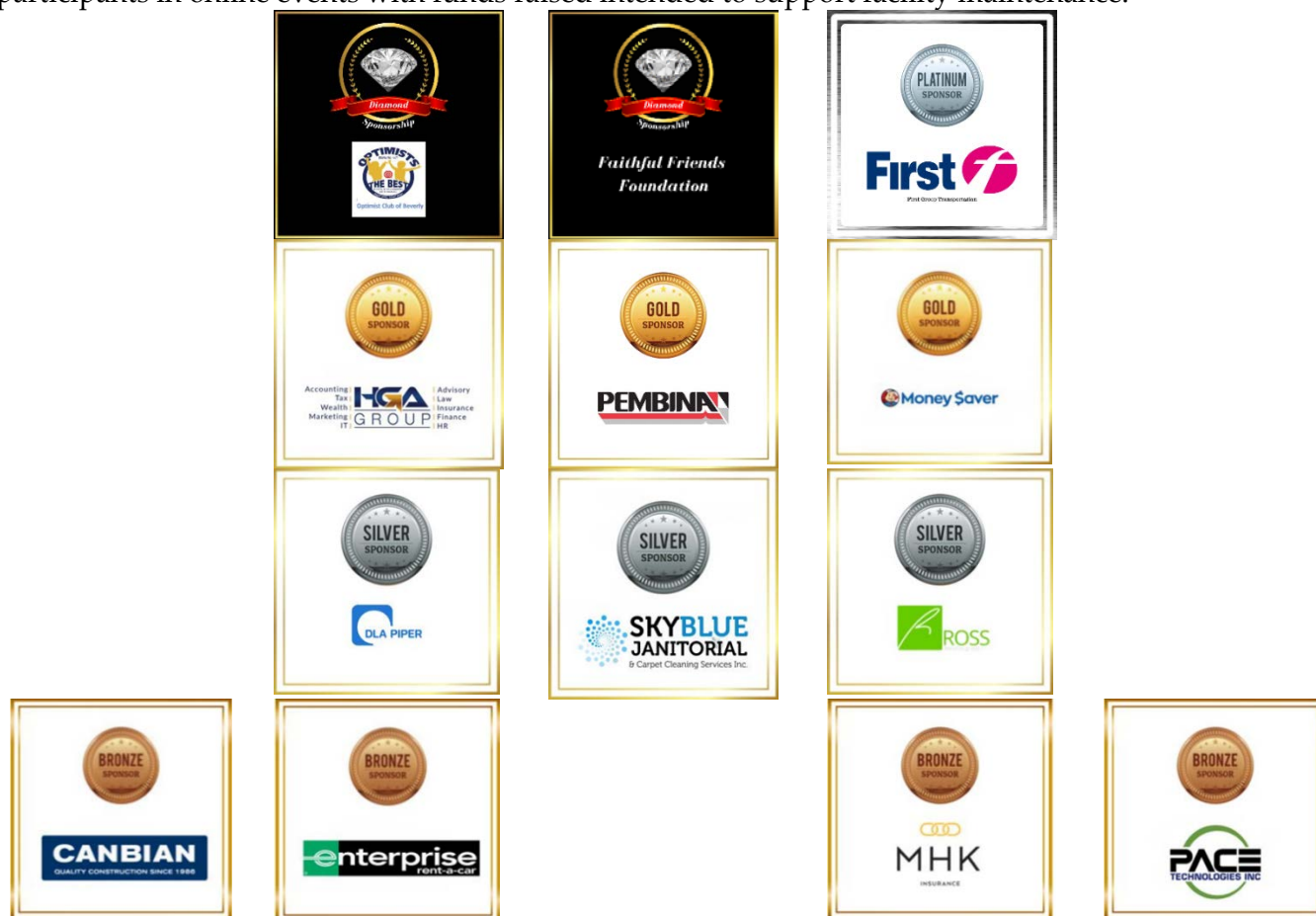
We are truly grateful for the numerous regularly scheduled donations through CanadaHelps or regular donations from Elves' friends and families.

Elves also wishes to recognize the families of Connor Carriere, Adam Halliday, Thomas Monaghan, and Romeo Dumont, for donations in memory that have been directed to Elves' Programs.

Elves extends its immense gratitude toward the numerous families, friends, and businesses who have donated in memory of a loved one or toward other causes.

Elves' Socially-Distanced Golf Tournament

We are incredibly grateful to community supporters who sponsored or participated in our event. In conjunction with the event, Elves hosted a 50/50 draw with the prize of two tickets to anywhere in North America that Air Canada flies and an online silent auction. We also extend our gratitude to donors and participants in online events with funds raised intended to support facility maintenance.



Elves also wishes to recognize day-of-event volunteers who enabled our golf tournament to be a great success. Thank you to Stephanie Atkin, Tanya Attalah, Betty Dagelman, Aaron Dent, Heather Fonteyne, Ashley Lumme-Levesque, Stephanie Kriese, Chris Mak, and Tetiana Turczyk.

Other Ways to Help (Tax receipts can be issued for donations over \$20.00)

Online:

- Canada Helps: www.canadahelps.org/dn/6630
- ATB Cares: www.atbcares.com/causes/124-118898360RR0001
(ATB will match the donation by 15%)
- Donate-a-Car
- Benevity



Elves is also able to accept donations of securities and bitcoin. If you are interested in learning more, please contact Barb at 780.454.5310.

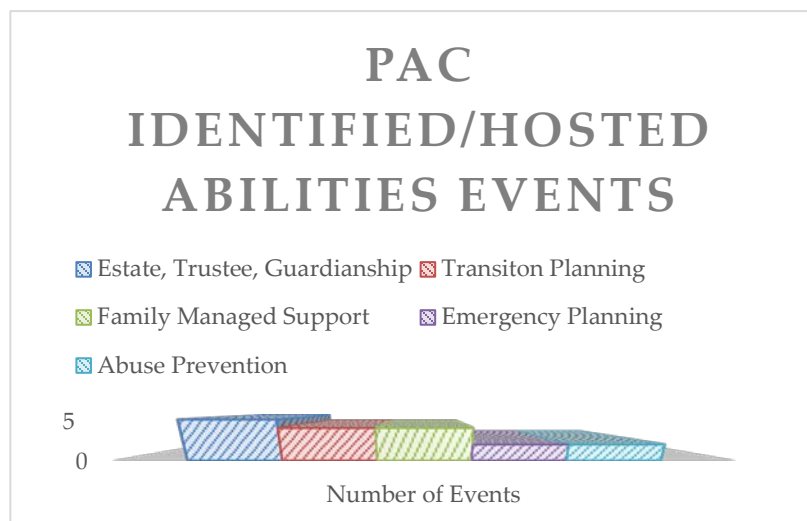
Parent Advisory Council (PAC)

Committee Members:

Cathy Furtak, William Gunter, Lynn Gourley, Poonum Gillani, Roxanna Hilcote, Mildred Ncube, Barb Tymchak Olafson

Purpose of Council:

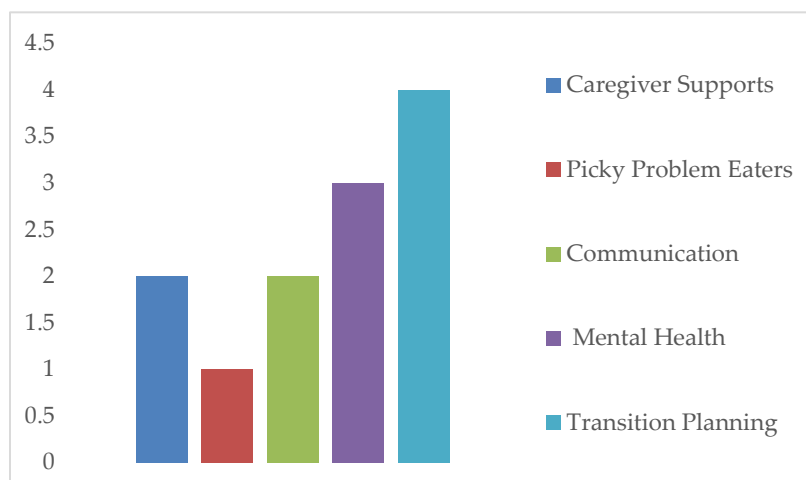
The School Act and Private Schools Regulations require that independent schools have a Parent Advisory Council (PAC) to work with School Administration and Elves' Board of Directors. At Elves, the Council includes parent representation from our School and Adult Programs. PAC offers guidance and ongoing feedback to Elves' Administration in matters related to parent education and delivery of Elves' services.



Abilities Events

PAC representatives met in 2022 to review and outline priorities for Elves during the year. Elves provided families with links to 26 different support groups, with several hosted by Elves, and links to attend free community-based capacity-building sessions for families or caregivers associated with individuals of all ages.

PAC also approved Elves' Family-Oriented Programming (FOPs) and provided recommendations for future sessions.



Midday Family-Oriented Programming primarily targeted parents of early childhood families. PAC recommended that Elves open these sessions to all families who may benefit from the knowledge that is being shared.

Bylaw and Policy Committee

Committee Members:

Stephanie Atkin, Connie Copley, Karen Ens, Mildred Ncube, Barb Tymchak Olafson

Purpose of Committee:

Elves' Bylaw and Policy Committee meets as needed to discuss bylaw amendments, development of new policies, and updates to existing policies. Elves' Board of Directors approves policy recommendations brought forth by the Committee prior to implementation. There were no changes to Elves' Bylaws in 2022/2023.

Policy Development and Review:

Elves' Bylaw and Policy Committee reviews all of Elves' policies on a three-year basis. This year, all policies were reviewed by February 2023. Elves' policies are also subject to third party review when Elves' Adult and FASD Respite Programs undergo their accreditation on a three-year cycle and upon request when Alberta Education conducts Field Services reviews.



Policies may be designed to be inclusive to the whole community or solely address program-specific differences based on age or regulatory requirements of each of Elves' programs. Elves' policies address legal matters associated with Human Resources and Administration. They also may align with industry best practices associated with Operations and Occupational Health and Safety.

In 2021/2022, there were updates to 15 of 26 sections of Elves' Policies. Elves' Policy Committee met five times during the 2022/2023 year. The committee and Elve's Board of Directors reviewed and approved the remaining eight sections of Elves' Policy Manual. One new policy was also addressed. All Elves' Policies were reviewed and updated to include more gender inclusive language. There were also updates to reflect any current changes to best practices associated with Occupational Health and Safety.

Highlights include:

Administrative/Operational

- Section 10:** Meetings
- Section 15:** Communication with Families and Caregivers
- Section 20:** Standards of Practice
- Section 21:** Transportation

Occupational Health and Safety

- Section 12:** Program Participants: Health and Safety
- Section 13:** Emergencies
- Section 14:** Building and Security
- Section 26:** COVID-19 and Communicable Disease Policy
- Section 17:** Nursing Procedures (New)
- Section 17.26:** Dysphagia and Managed Risk Feeding Policy

Advocacy Committee

Committee Members:

Stephanie Atkins, Heather Fonteyne, Mildred Ncube, Barb Tymchak Olafson

Purpose of Committee:

Elves' Advocacy Committee reaches out to organizations, families, and government officials to promote critical services that Elves offers across the lifespan of individuals with disabilities. Communications are also managed through external events that allow Elves' representatives to network with community partners and bring attention to Elves through a variety of interactions.

Advocacy



For the 2022/2023 year, community engagement and advocacy continued to be supported through active participation of sector specific organizations including engagement of Program Managers with Edmonton Fetal Alcohol Network (EFAN) and Dedicated Accessible Transit Service (DATS) monthly meetings. Elves' Executive Director also acted in executive positions on the Association of Independent Schools and Colleges in Alberta (AISCA) and Edmonton Region Council of Service Providers (CSP). During AISCA and CSP meetings, Elves had the opportunity to meet with government officials through in-person or virtual meetings. Common themes included supports to maintain the health and well-being of persons served at Elves, and the need for government supports to address growing administrative and transportation costs.

When advocating for Adult Program supports, Elves' voice joined that of other services providers as we united under the Alberta Disability Workers Association (ADWA) "Essential but Forgotten" campaign to advocate for sector salary increases.

Elves' School Program was also very grateful to be asked to be invited to round table conversations linked to Program Unit Funding, Coding, and Transportation Funding. Elves' team members have advocated for individual families and program participants to receive access to services and supports, including funded entry to Elves' programs. Our Board of Directors is active in supporting the complexity of operations and in supporting much needed initiatives by the organization.

Elves continues to extend our gratitude toward our Member of Parliament, Kelly McCauley and his team, for their continued support of Elves' community through certifications and celebrations.

Executive Director Report

Elves' services are primarily funded through the Ministries of Seniors, Community and Social Services, Education, and FASD Cross Ministry Initiative. Our Summer Program, which serves children and youth in July, is also funded through Government of Alberta Family Supports for Children with Disabilities or Children's Services. With over 180 dedicated multidisciplinary staff members, Elves' programs have been able to grow and thrive.



Health and safety of the community remained a priority for Elves. The programs operated under COVID –19 restrictions including continuous masking, cohorting, enhanced disinfection, and hand hygiene. Over the course of the year, Elves' teams have been diligent in managing community health and reporting back to the Board to support oversight of policy implementation. In June 2023, Elves' Board of Directors approved modifications to Elves' COVID-19 policy enabling staff to work mask free unless there were associated health-related matters that would require individual or group masking. Final changes to Elves' COVID-19 and Communicable Disease Policy were approved in September 2023.

We were pleased to return to some normal activities during the year. Elves' Adult Program was able to host a socially-distanced Winter event and begin community access activities outside of the building. Elves' School Program planned virtual and in-person opportunities for Kindergarten and Grade 12 graduations. Elves' FASD Respite and Summer Programs were operational, with staff also maintaining COVID-19 protective measures. All Elves' programs maintained virtual formats with in-person meetings being scheduled upon request.

As the community adapted from distancing protocols, Elves was grateful to participate in the Alberta Gaming, Liquor and Cannabis Commission (AGLC) Casino fundraiser in February 2023 and thrilled to host Elves' first in-person Golf Tournament since 2019. Thank to all the volunteers, sponsors, and attendees who have made these and other Elves' fundraising initiatives a great success.

There were nearly 500 people directly benefiting from the supports of Elves expert staff. There were 454 individuals and family units who benefitted from Elves' services on a continuous basis. There were an additional 44 persons served who may have left Elves' services due to health, relocation, or other factors or did not qualify for full-time supports.

Elves continues to operate Elves Child Development Centre and Elves Adult & Youth Centre. Elves undertook a multitude of critical projects at Elves Adult & Youth Centre facility.

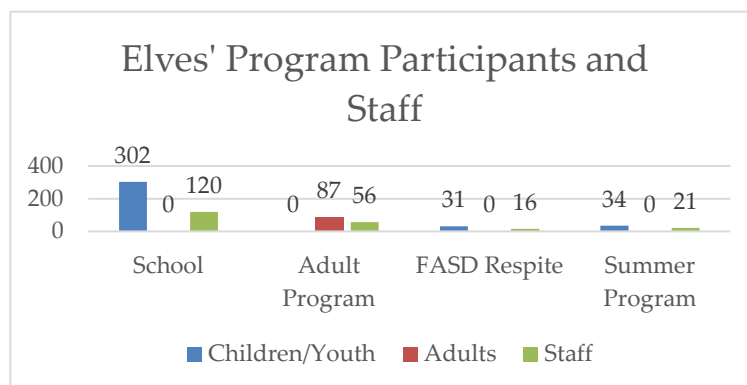
FUNDING

Funding from the Ministry of Education is based on a three-year weighted average.

Despite systematically increasing learners, funding remains at the same level as determined in 2019/2020.

While services are balanced with finances, Elves was pleased to sign an occupancy agreement with the Province of Alberta for continued occupancy of Elves Child Development Centre. This agreement will enable Elves to retain Alberta Education Grants to operations.

Elves' Adult and Summer Program are funded through the Ministry of Seniors, Community and Social Services. Funding is individualized, based on needs of persons served. Elves' FASD Respite Program is supported through the FASD Cross Ministerial Initiative.



Year-to-Year Funding and Enrollment Comparisons

MINISTRY	FUNDING	ENROLLMENT (SEPTEMBER)	EXPLANATION
Alberta Education	Funding Commitment Letter (May 2022)		(2020 – First Year for three-year weighted average funding)
2019/2020	\$6,624,600	257	213 children and 44 students
2021/2022	\$6,541,594	268	224 children and 44 students
2022/2023	\$6,582,621.60	306	252 children and 54 students
Community and Social Services (PDD)	PDD Contract April 01, 2022		
2019/2020	\$3,401,680	82	86 full and part-time clients enrolled
2020/2021	\$3,371,472	82	86 full and part-time clients enrolled
2022/2023	\$ 3,404,763.36*	89	89 full and part-time clients enrolled
FASD Cross Ministry Initiative	EFAN Contract April 01, 2022		
2019/2020	\$126,000	29-33	Program is funded for 33 participants, but individuals may leave service prior to program end.
2020/2021	\$126,000	29-33	Program is funded for 33 participants, but individuals may leave service prior to program end.
2022/2023	\$126,000*	31	Program is funded for 33 participants, but individuals may leave service prior to program end.

*Elves Adult Program and FASD Respite Program received 10% increase to Direct and Indirect cost categories. Administration and operations remain the same.

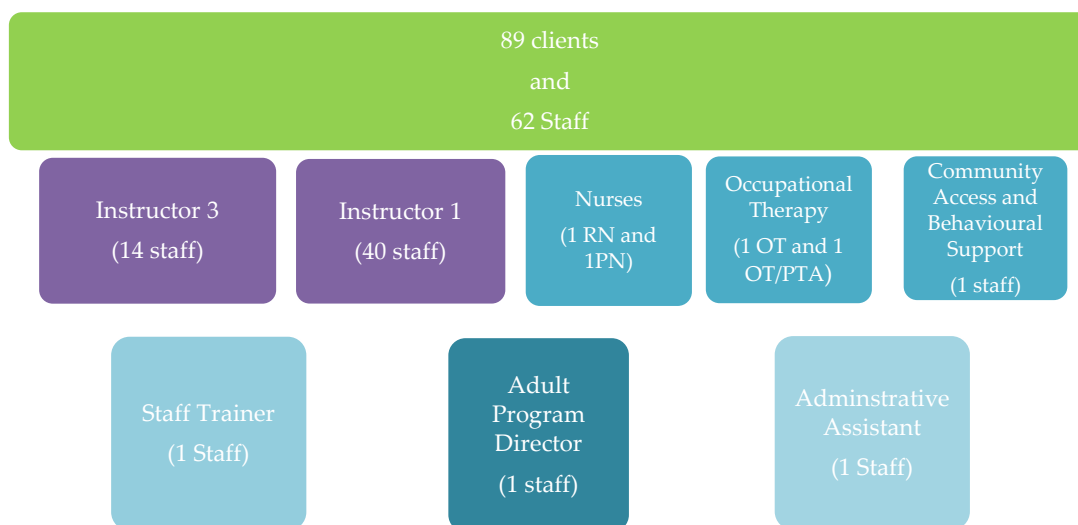
Elves' Programs

Elves operates a School Program, Adult Community Access Day Program, and FASD Respite and Summer Programs. The programs are housed in Elves Child Development Centre (ECDC) and Elves Adult & Youth Centre (EAYC). Over the year, over 350 individuals ages 3 to 53, were served by Elves.

Elves' Adult Community Access Day Program

Elves' Adult Program primarily serves adults with severe medical or intellectual impairments, requiring intensive support for skill development, social and emotional well-being, self-help, and personal hygiene. The Program operates on a cost-absorption basis with clients being approved to receive individualized funding prepared by Elves, to reflect onsite support including instructors, nursing, occupational therapy, behavioural, and community access support.

The Program operates weekly, with a structured routine in each room enabling clients to participate in activities that align with their interests and skills. Typically, clients would engage in community access including volunteer work and recreational or program-related activities. Protective measures introduced to maintain health and well-being resulted in cohort groups being maintained for the year. While most attend full-time, multiple individuals participate in a part-time capacity and share one full-time spot.



Elves' Adult Program community implemented a graduated level of community engagement as COVID-19 restrictions were lessened or increased based on Alberta Health guidance and overall wellbeing of clients and staff. In the last year, Elves continued to work with our major funder and families/caregivers, to continue to enable clients to receive services at home if there were COVID-19 concerns associated with health of individuals. By April 2023, most clients did return to onsite programming. Elves' Adult

Program welcomed one graduate from Elves' School Program and six new clients who were on the Persons with Developmental Disabilities (PDD) waiting list. As the needs of Adult Program clients become more complex, there are some people who have transitioned from fulltime to parttime capacity due to medical needs or stamina. At the end of August 2023, there are seven persons who are attending Elves' Adult Program on a part-time basis. There were four individuals at Elves who continued to be registered with our program but are not attending. Elves is not charging for services and supports. Sadly, Elves' School Program experienced the passing of Daniel Blyschuk, long-term School and Adult Program participant.

While clients were engaged in day-to-day activities in their designated groupings, their personal hygiene, nutritional, medical, and physical needs were met through one-on-one supports offered by instructors or onsite specialists. When safe to do so, Elves gradually increased the level of community engagement outside of client rooms. Onsite activities which were initially limited to cohorts and virtual participation, changed to include two cohort groups which evolved to three groups and progressed to larger but not full community events with smaller group sizes that continued to require masking and precautions for staff and volunteers.

Regularly, smaller groups include gardening, book, and craft clubs also enabling clients to engage in activities that promote meaningful engagement in a variety of different rooms. Larger group community and recreational engagement events took place monthly. In addition to traditional seasonal holiday celebrations and regular dances, examples of other activities included Karaoke, Harvest Fair, Canada Day and Heritage Day events, Superhero's photo booth, Orange Shirt Day, Beach Party, and a concert in the sensory garden.



Key volunteer and advocacy included Elves' clients with local firefighter recruits to support education and training of future emergency responders and the recognition of Disability Worker Awareness Week.



In the Spring of 2023, Elves' Adult Program staff along with other Ministry of Seniors, Community and Social Services agencies, welcomed the first sector funding increase since 2014. Increased funding is intended to be directed to staffing. It is understood that advocacy toward financial supports for increasing operational costs will also be prioritized.

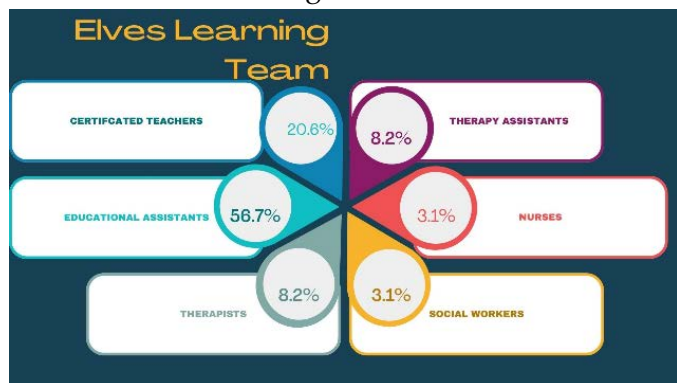
School Program

Elves Special Needs Society operates educational programs from Elves Child Development Centre and Elves Adult & Youth Centre. Elves is a non-profit, accredited Private School and Designated Special Education Program (DSEP) that serves children in our Early Education Program who are engaged in our Grades 1-12 classrooms. All Elves' learners have severe disabilities which may impact communication, intellect, mobility, health, adaptive skills, and psychosocial well-being.



In addition to ensuring that children and students come to Elves ready to learn, it is also essential that the

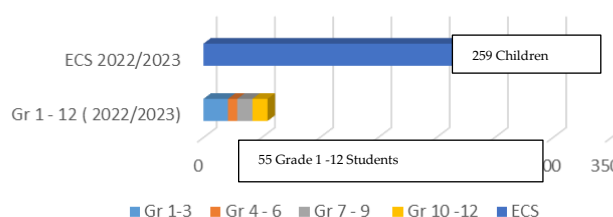
school provide individuals with severe disabilities and complex needs, a unique, comprehensive, individualized educational and therapeutic program for lifelong learning, including transitional supports upon graduation. Elves' programs ensure a supportive and caring environment that maximizes every individual's potential and those who care for them.



Elves Special Needs Society operates Elves' School Program in two specialized facilities in which 110 personnel meet the needs of special needs learners. There were an additional 44 learners served in 2022/2023. Students and children in the classrooms are placed into groupings based on ages and abilities. Elves' School enrolled 289 children (between ages 2.8 to 6), and 55 students (ages 6 to 20) enrolled in Elves' School Program. Children who attend Elves, qualify for Program Unit Funding (PUF). Grades 1-12 students are eligible for Severe Disabilities Funding. In 2022/2023, Elves' leadership prepared for the transition of long-term principal. We hired a staff member who is familiar with Elves and was able to assume the leadership position in August 2023.

Elves School Program Enrollment

(Total Enrollment - 314 learners (Base Funding Count))



Elves' School Program is funded through the Ministry of Education and is classified as a private school that operates a Designated Special Education Program (DSEP). Elves' operations are tracked specific to Ministry of Education priorities for all schools in Alberta through the Annual Education Results Report (AERR). Staff and parents of learners in specific age categories are surveyed by the Ministry of Education. Elves also generated a survey that was emailed to families in March 2023.

Required Alberta Education Assurance Measures - Overall Summary

Fall 2023

Authority: 9263 Elves Special Needs Society

Assurance Domain	Measure	Elves Special Needs Society			Alberta			Measure Evaluation		
		Current Result	Prev Year Result	Prev 3 Year Average	Current Result	Prev Year Result	Prev 3 Year Average	Achievement	Improvement	Overall
Student Growth and Achievement	Student Learning Engagement	100.0	100.0	100.0	84.4	85.1	85.1	n/a	Maintained	n/a
	Citizenship	93.1	94.7	96.8	80.3	81.4	82.3	Very High	Maintained	Excellent
	3-year High School Completion	*	*	n/a	80.7	83.2	82.3	*	n/a	n/a
	5-year High School Completion	*	*	n/a	88.6	87.1	86.2	*	n/a	n/a
	PAT: Acceptable	0.0	*	n/a	63.3	64.3	n/a	Very Low	n/a	n/a
	PAT: Excellence	0.0	*	n/a	16.0	17.7	n/a	Very Low	n/a	n/a
	Diploma: Acceptable	n/a	n/a	n/a	80.3	75.2	n/a	n/a	n/a	n/a
	Diploma: Excellence	n/a	n/a	n/a	21.2	18.2	n/a	n/a	n/a	n/a
Teaching & Leading	Education Quality	98.1	98.9	99.4	88.1	89.0	89.7	Very High	Maintained	Excellent
Learning Supports	Welcoming, Caring, Respectful and Safe Learning Environments (WCRESLE)	96.8	96.1	96.1	84.7	86.1	86.1	n/a	Maintained	n/a
	Access to Supports and Services	98.9	100.0	100.0	80.6	81.6	81.6	n/a	Maintained	n/a
Governance	Parental Involvement	92.0	100.0	100.0	79.1	78.8	80.3	Very High	Declined	Good

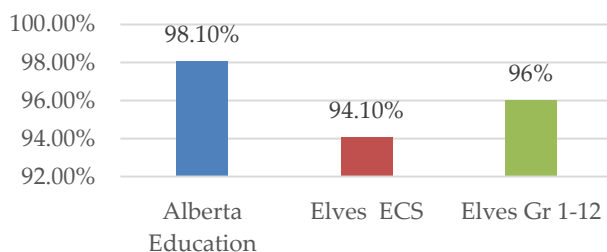
Supplemental Alberta Education Assurance Measures - Overall Summary

Fall 2023

Authority: 9263 Elves Special Needs Society

Measure	Elves Special Needs Society			Alberta			Measure Evaluation		
	Current Result	Prev Year Result	Prev 3 Year Average	Current Result	Prev Year Result	Prev 3 Year Average	Achievement	Improvement	Overall
Diploma Exam Participation Rate (4+ Exams)	*	n/a	n/a	3.5	n/a	56.6	n/a	n/a	n/a
Drop Out Rate	6.0	0.0	7.7	2.5	2.3	2.5	Intermediate	Maintained	Acceptable
In-Service Jurisdiction Needs	94.4	100.0	96.9	82.2	83.7	84.3	Very High	Maintained	Excellent
Lifelong Learning	96.7	100.0	100.0	80.4	81.0	76.8	Very High	Maintained	Excellent
Program of Studies	99.3	95.8	97.9	82.9	82.9	82.6	Very High	Maintained	Excellent
Program of Studies - At Risk Students	100.0	100.0	100.0	81.2	81.9	83.4	Very High	Maintained	Excellent
Rutherford Scholarship Eligibility Rate	n/a	n/a	n/a	71.9	70.2	68.3	n/a	n/a	n/a
Safe and Caring	98.9	97.2	98.6	87.5	88.8	89.1	Very High	Maintained	Excellent
Satisfaction with Program Access	96.9	98.8	98.9	72.9	72.6	73.9	Very High	Maintained	Excellent
School Improvement	76.5	92.9	93.3	75.2	74.2	77.9	High	Declined	Acceptable
Transition Rate (6 yr)	*	n/a	n/a	59.7	60.3	60.2	*	n/a	n/a
Work Preparation	100.0	100.0	100.0	83.1	84.9	84.5	Very High	Maintained	Excellent

Parents and Staff Satisfaction with Quality of Education



Sources: Alberta Education AERR Results Reports Fall 2023 and Elves' March 2023 Parent Surveys

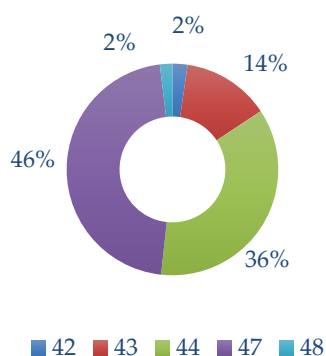
In 2022/2023, there continued to be numerous interruptions to school year operations directly linked to COVID-19 restrictions and community health. Elves' teams augmented the time at home for onsite learners primarily with at-home supports and some opportunities for access to virtual supports should learners' health preclude their ability to attend school regularly.

SEVERE DISABILITY CODES LEGEND

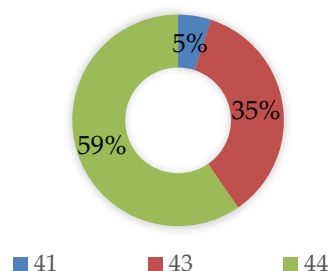
41 – Intellectual Disability
42 – Behaviours of Concern
43 – Medical Disability

44 – Complex Neurodevelopmental
47 – Severe Communication
48 – Moderate Communication

EARLY CHILDHOOD

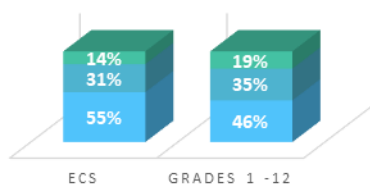


GRADES 1 - 12 STUDENTS



LEVEL OF IPP GOALS ACHIEVED 2022-2023

75% - 100% 50%-74% Less than 50%

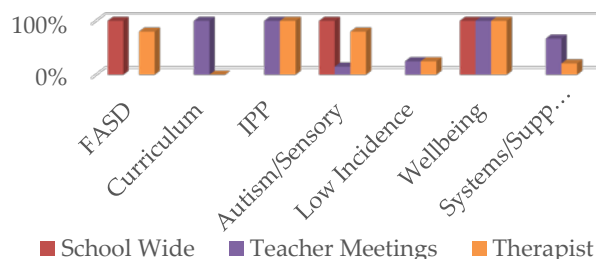


In general, there is a high satisfaction level with Elves' services reflected in both the Alberta Education and Elves' surveys. Overall, Elves' levels are greater than the satisfaction reflected in the provincial average. Elves has noted that there has been a decline in some categories, and it is believed that the lower level of satisfaction may have been related to the fact that Elves operated under greater COVID-19 restrictions over the full course of the year and had numerous new personnel responding to survey questions. Elves' Education Plan and AERR can be found on Elves' website at <http://www.elves-society.org/about-elves/reports-legislation/>

Elves continues to offer Family-Oriented Programming, Parent Team Meetings, and graduation through virtual means. While it is preferable to meet in person, Elves recorded a more significant number of parents and caregivers in attendance.

Over the year, Elves' staff have continued to participate in training that supports understanding trauma-related training for trauma-related conditions, disabilities (primarily Autism and Fetal Alcohol Spectrum Disorder) and accountability (curriculum-related changes) and reconciliation (Metis Awareness by Metis Nation of Alberta). Technical innovations and parent management continued throughout the year during Parent Team Meetings, Family-Oriented Programming sessions, and orientation.

Professional Development Activities



Graduation events were held in a hybrid fashion with virtual recognition of all graduates and in-person opportunities for photos with the family and classroom teams.

Elves' 2022–2025 Education Plan and 2022-2023 Annual Educational Report Summary can be found at: <http://www.elves-society.org/about-elves/reports-legislation/>

Elves' Respite Services

Elves' FASD Respite Program is funded through the FASD Cross Ministry Initiative and is overseen by the Edmonton Fetal Alcohol Network (EFAN). The program is held on Saturdays from September to June.



Children who attend this program develop friendships and learn to work and play together in a non-educational environment. The FASD Respite Program served 31 children for ten months of the year. Weekly there are up to 15 staff working with children

and families. Children who attend the program, benefit from the expert support of a team who understand and support children with Fetal Alcohol Spectrum Disorder. Staff adjust activities and pacing of the day to the interests of the children. There are



opportunities for children to make friends and engage in recreational activities that align with their development levels regardless of their ages.

Elves' staff and community experts offered monthly sessions. Elves' staff and community experts presented topics including Self-Care, Access to Resources and Supports, Little Warriors Abuse Prevention, Behaviour and Regulation Supports, FASD 101, and virtual Basic Shelf (program to address food insecurity).

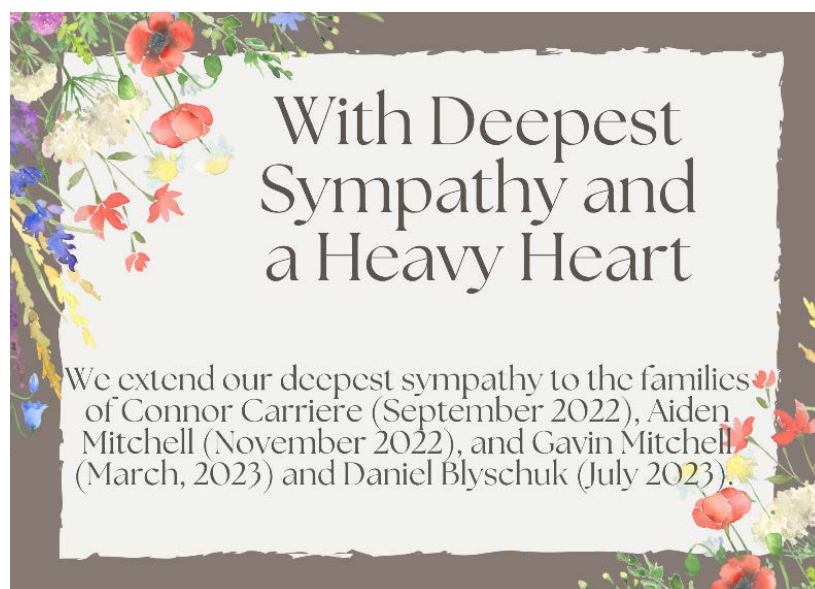
The children thoroughly enjoy the support of in-person engagement for children included Kamping Theatre. Elves' community was excited to have a grass dancer performing for children and staff at the end of the year.

Elves' Summer Program

Elves' Summer Program (Super Summer) is offered for three weeks in the month of July. The Program is funded through the Ministry of Community and Social Services and Children's Services. Elves' Board agreed to approve operating the Summer Program for approximately 32 children at about 78% capacity compared to previous years. The Program offers respite to families, and therapeutic intervention to children/youth. Individuals attending the Program benefitted from peer interactions in a small group environment. Access to gym space, playground, jumpy castles, and bubble machines enabled children to maintain skills with a play-based focus.

The funding model for Elves' Summer Program changed this year. As a result, there were fewer children who were able to receive supports due to the new model that does not include transportation costs, a service which Elves continued to offer in July 2023, at no charge to families.

CONDOLENCES



COVID-19

COVID-19 precautions and restrictions were in place to support program participants and Elves' staff. During the 2022/2023 year, preventive measures included continuous masking with optional eye protection and gown use.

As Elves continued to support vulnerable individuals, contact tracing continued, and families and staff were notified once Elves became aware of close contact with COVID-19 positive persons. COVID-19 Critical Incident Reporting to Alberta Health Services, Alberta Education, and Persons with Developmental Disabilities was a maintained requirement.



While Elves' nurses, administration, and Board of Directors reviewed and updated community communications, Elves' team continually aligned procedures with the most up-to-date guidance from Alberta Health Services. We appreciate stakeholder cooperation and attendance of virtual parent meetings held virtually. Elves accepted the request for onsite visitors and maintenance.

Elves appreciates all team members who demonstrated immense caring for the persons they serve and tremendous resilience in the face of ongoing COVID-19 restrictions. We also thank families for your support, as the interruptions in operations due to external, internal, or personal reasons created the need to adapt to ongoing changes. We would also like to recognize Elves' Board of Directors, who offered continuous oversight into community health and COVID-19 protections, including modified COVID-19 sick pay for personnel.

In September 2023, Elves' Board of Directors approved COVID-19 and Communicable Disease Policy changes, including measures to maintain disinfection, hand hygiene, and self-assessments or testing. Ill persons continue to remain at home, and masking continues for persons who are sick or may be at risk to themselves or to others. Persons with pink eye or fever must stay home for 24 hours or longer until symptoms subside. Persons with gastrointestinal disorders not associated with their regular needs would remain at home for 48 hours or until symptoms subside. We thank everyone for your support and cooperation as we transition into the new operational year with new health guidelines.

Contact Elves

We are always happy to connect with our families and caregivers or any community members who are interested in learning more about Elves and our supports to families. Interested persons can contact Elves at elvesadmin@elves-society.com or call the office at 780.454.5310.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Barb Tymchak Olafson'.

Barb Tymchak Olafson
Executive Director

Long-Term Service Employees



**RECOGNIZING
LONG-TERM EMPLOYEES
FOR**

20 YEARS OF SERVICE
MICHELE FONTAINE

CATHRON MEYN

30 YEARS OF SERVICE
KARI MODALEN



Thank You

We are grateful for all staff and families for the support towards Elves programs and initiatives.

We also appreciate our volunteer Board of Directors who contributed **1636 hours** in support of Society governance



If you have any questions or wish to support Elves, please contact Elves' team!

 <p>Barb Tymchak Olafson Executive Director (P): 780.454.5310, ext. 203 (E): elvesadmin@elves-society.com</p>	 <p>Laura Bellacicco Adult Program Director (P): 780.481.5335 (E): adultprogram@elves-society.com</p>
 <p>Kiera Peyton School Program Principal (P): 780.454.5310, ext. 204 (E): principal@elves-society.com</p>	 <p>Margaret Abert Finance Director (P): 780.454.5310, ext. 202 (E): elvesacct@telus.net</p>
 <p>Raelee Grier FASD & Summer Respite/FOP Program Coordinator (P): 780.454.5310, ext. 233 (E): respice@elves-society.com</p>	 <p>Kayla Wolford Learning Coach (P): 780.481.5335 (E): ses@elves-society.com</p>
 <p>Cathy Kinniburgh, Executive Assistant (P): 780.454.5310, ext. 208 (e): excassistant@elves-society.com</p>	 <p>Shauna Williamson, Staff Training and Volunteer Coordinator (P): 780.481.5335, ext. 239 (E): ayctraincoor@elves-society.com</p>
 <p>Ashley Lumme-Levesque, PUF Coordinator (P): 780.454.5310, est. 232 (E): pufcoor@elves-society.com</p>	 <p>Connie Daynes, Adult Program Activity Coordinator (P): 780.481.5335, ext. 202 (E): aycactivitycoordinator@elves-society.com</p>