



*Housing for Independent Seniors*

**Abbeyfield Houses Society of Caledon**

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## **Resident Sponsor(s) Role & Agreement**

### **Abbeyfield Overview**

Abbeyfield Caledon is a registered charitable, not-for-profit organization established to provide a co-living accommodation option for seniors. It is designed to enhance the quality of life of seniors who need or want the security, support and companionship of living with others while maintaining their independence and ability to care for themselves.

Abbeyfield Caledon is governed by a volunteer (no remuneration) Board of Directors that oversees the management of the day-to-day operation of the residence delivered by a small paid staff complement. Staff's primary role is to manage the meal program (supplies/preparation/cooking/serving & cleaning up).

### **Sponsor Role Overview**

Every resident at Abbeyfield Caledon is required to have a Primary Sponsor, with other sponsors as deemed appropriate. The role of the Sponsor is integral and critically important for both the resident and the Abbeyfield house. Abbeyfield requires commitment, collaboration and accountability from the Sponsor in order to ensure every resident enjoys the optimum living experience. The support of the Sponsor and fulfilment of their role is a critical part of the operation of Abbeyfield Caledon and is relied upon by the volunteer Board of Directors in order to maintain a positive functional home for all.

### **Role and Responsibilities of the Sponsor**

Abbeyfield Caledon is a friendly, affordable "supportive living" residence for seniors who can live independently. It provides three key determinants of health – housing, nutrition and social interaction.

It is a pre-requisite for anyone moving into Abbeyfield that a Primary Sponsor be identified, and additional Sponsors if appropriate, for each resident, to be a point of contact to ensure regular tasks are being completed and manage any needs or challenges/issues that may arise.

While a resident's health remains relatively stable, a Sponsor is expected to help with her/his instrumental needs if required – ensuring the resident has medication, transportation to the doctor, shopping for essentials, and any other needs that the resident may need to live in safety and harmony. We also expect the Sponsor to keep in regular contact with the resident – perhaps visiting regularly.

As everyone ages, our physical, cognitive and emotional health may deteriorate – sometimes to the point where a resident begins to lose their ability to live independently, and Abbeyfield Caledon can no longer meet their needs – conditions like the ability to feed or bath themselves or they may develop forms of decline such as dementia. When these conditions occur, a Sponsor is responsible to help the resident get the supports they require to continue to live at Abbeyfield (usually by arranging for home care).

Where it is not possible for these external supports to help the resident maintain their independence, the Sponsor is responsible to help the resident find other accommodation that can provide the appropriate level of care. Abbeyfield Caledon will work with the Sponsor during this period of transition, but we emphasize that the primary responsibility rests with the resident and Sponsor.

The following items provide an overview and expectations regarding the role of a Sponsor. The following list is not meant to be exhaustive and may change from time to time depending on evolving environmental and situational circumstances:

- To be continuously engaged with the resident by taking an active interest in their well-being through regular communication and touch points
- Liaise with the Board of Directors and/or staff to identify and resolve any issues arising with the resident – regarding all aspects of their residency
- Arrange for additional resident support as required, as would be the case if the resident was residing in their own home, such as:
  - making/taking/and/or arranging transportation for resident to appointments
  - ensuring the resident is taking their medications regularly
  - ensuring the resident's suite is cleaned regularly (minimum of once every 2 weeks – floors, bathrooms, etc.)
  - ensuring the resident is showering, or sponge bathing/washing their hair once a week or engaging a PSW (personal support worker) to perform these duties/provide this support

- ensuring the resident is doing their laundry once a week – clothes, towels, bedding or hiring an individual to take do this
- Ensure monthly accommodation fee is paid on time each month and bring the rent up to date in the event of the resident being in default.
- Provide contact information to the staff and Board of Directors and be available at all times in case of an emergency or for issue resolution
- Assume full responsibility and care of the resident in the event of illness or infirmity
- Ensure the resident's suite is maintained in proper condition without damage and disrepair, and upon inspection or vacating the suite, pay for damages if required.
- Partake in requests regarding resident assessments (physical, mental, medical) as required and/or at the request of the Board of Directors
- Participate in an annual or periodic review meeting with the resident and the Board of Directors to provide feedback, transparency and constructive improvements to the operation and goals of Abbeyfield Caledon
- Provide/ensure Abbeyfield Caledon has up to date documentation for Power of Attorney(s) on file (Financial and Personal Care) and sponsor contact information, to be used in case of an emergency
- Take full responsibility for the relocation of the resident to a more suitable accommodation should the resident no longer be deemed independent and able to continue residence at Abbeyfield. This may occur at the request of Abbeyfield Board of Directors. Examples of when a resident will likely need to move to a care facility:
  - physical capacity is diminished to the level where they are not mobile, cannot feed themselves or participate in the independent aspect of the home
  - dementia begins to affect their ability to plan and organize their day
    - greatly confused or begins asking for the same information repetitively
    - begins to wander especially outside at night, therefore a risk to themselves
  - becomes emotionally unstable and/or argumentative with other residents or staff
  - when it is obvious the resident can no longer care for themselves

Currently when the resident begins to display signs that they may require more support and care than Abbeyfield Caledon can provide, we expect the Sponsor will assist in

arranging a health (medical) assessment to ensure that the plans for the resident's needs are arranged. When either the Sponsor or Abbeyfield Caledon start to have such concerns, the Chair of the Board of Directors ([chair@abbeyfieldcaledon.org](mailto:chair@abbeyfieldcaledon.org)) will be the contact for discussion.

Abbeyfield Caledon requires a deposit of \$500 which will be held in trust, and accessed, in the event that Abbeyfield Caledon is required to incur costs to bring in resources to manage any of the above listed health situations or if services are required to maintain the physical suite, that have not or are not being addressed by the Sponsor. The expenses would be drawn down from the deposit and communicated to the resident and sponsor. Should the deposit reach a balance of \$100, the sponsor will be notified and a replenishment of \$400 is required within 7-14 days, returning the deposit balance to \$500. Any funds remaining in this account will be returned upon vacating Abbeyfield Caledon.

As the sponsor(s) for \_\_\_\_\_ I have read, understand and agree to adhere to the role and responsibilities.

**Primary Sponsor:**

Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

Telephone: (residence/cell) \_\_\_\_\_ (work) \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to resident: \_\_\_\_\_

**Secondary Sponsor (s)**

Name: \_\_\_\_\_ Primary Contact Y/N \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

Telephone: (residence/cell) \_\_\_\_\_ (work) \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to  
resident: \_\_\_\_\_

Name: \_\_\_\_\_ Primary Contact Y/N \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

Telephone: (residence/cell) \_\_\_\_\_ (work) \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to  
resident: \_\_\_\_\_