

Ottawa Community Coalition for Literacy

107-211 Bronson Avenue
Ottawa, ON K1R 6H5
www.occl.ca



ANNUAL REPORT

2009/2010

Ottawa Community Coalition for Literacy
Annual Report 2009/2010

Mission Statement

The Ottawa Community Coalition for Literacy (OCCL) supports, promotes and strengthens adult literacy services in Ottawa through communication, research and public education.

Mandate

OCCL has served and supported the adult literacy community since 1984. We are a non-profit, charitable organization providing information and referral services, professional development and service planning. We are funded by the provincial and federal governments, memberships, donations and fundraising.

The Board of Directors is responsible for the ongoing operations of the Coalition. The Local Planning and Coordination Committee (LPCC), a committee of the OCCL, is responsible for planning literacy services. The LPCC is made up of representatives from the Literacy and Basic Skills/Academic Upgrading agencies in Ottawa.

Activities

In 2009/2010, OCCL made some significant changes and explored new opportunities.

Employment Ontario

Literacy and Basic Skills (LBS) and Academic Upgrading (AU) are part of the province's training and employment services program, Employment Ontario (EO). EO services which also include Apprenticeship and Employment Services, are provided through an integrated network in communities across the province.

This year a number of changes occurred within Employment Ontario. LBS/AU agencies in Ottawa are working with several Employment Training Consultants now instead of one Field Consultant. Jane Pedlar and Nycol Vinette assist and support the work of the LPCC. Other new developments included a significant reorganization of Employment Services.

OCCL was represented until recently on a group made up of representatives from Job Connect, Apprenticeship and LBS/AU. A new group called the Employment Ontario Ottawa Network (EOON) formed in May 2010. It includes representatives from the nine Employment Services in Ottawa now funded by the Ministry of Training, Colleges and Universities (MTCU) as well as Apprenticeship and LBS/AU. OCCL is working to develop stronger ties with these organizations by making presentations on LBS/AU services to Employment Ontario stakeholders, coordinating presentations on EO services for the LPCC, providing some training workshops and participating on committees.

Projects

OCCL and the Ottawa Public Library partnered to produce **Getting to Know the Library in ASL**. In collaboration with the Ottawa Deaf Centre, we produced a 35 minute video version (with optional captions) of our original hard copy manual. We had support and involvement

from CNIB's Literacy Program for Deafblind Adults, the provincial Deaf Literacy Initiative and Durham Deaf Services in Oshawa. The Ministry of Training, Colleges & Universities provided funding.

On October 22 OCCL launched the video in style at the library's Greenboro Branch. The video is streaming live on OCCL's website (www.occl.ca) backed up by additional mini videos on topics such as Deafblind Resources and a number of print-based activities.

Literacy Link Eastern Ontario received funding for a **Service Integration Project** to build capacity to help integrate Literacy and Basic Skills (LBS) and Academic Upgrading (AU) services into Employment Ontario. OCCL, Literacy Ontario Central South and Moi, j'apprends were partners on the project. OCCL developed a chart outlining the options for adult learners who want to complete an Ontario Secondary School Diploma or equivalency. This information will be available in English and French on the networks' websites. The four organizations were also able to make presentations on the *Literacy and Essential Skills Awareness Guide*, developed the previous year, to over 600 counsellors at employment agencies and case coordinators at Ontario Works.

Mary Wiggin acted as a mentor on **Clear Writing** in Eastern Ontario as part of a provincial project managed by the Adult Basic Education Association (the regional literacy network in Hamilton) to increase the capacity of literacy networks to offer clear writing services. OCCL hosted two workshops on clear writing for staff of Employment Services, Apprenticeship and LBS/AU.

Events

After 21 successful years, and with some trepidation, the Board of Directors decided that the **2009 Ottawa PGI Golf Tournament for Literacy** would be our last. Lead local sponsor, Burke-Robertson LLP, gave notice that 2009 would be the last year they would be involved, the economy hampered efforts to find another sponsor and it was getting harder to attract golfers. On the plus side the provincial government had voted to provide two years of extra field support funding for LBS/AU organizations across the province. The Board decided that it would be best to end the tournament in a position of strength rather than letting it fade away and that the extra funding from MTCU would help with the transition.

OCCL would like to offer our sincere appreciation to everyone who supported us through the Ottawa PGI: national and local sponsors, golfers, loyal volunteers, and companies and individuals who donated prizes and auction items. And of course we must also remember the late Peter Gzowski who started the PGIs that now exist across the country and have raised in excess of \$10 million and ABC CANADA which has worked so hard to maintain his legacy.

In September we celebrated literacy at the annual **Colleen Cooney Celebration of Literacy Luncheon**. Local author, Alan Cumyn delighted the audience reading some of the letters from Owen Skye contained in his book, *Dear Sylvia*.

Professional Development

On February 17, 2010, OCCL provided a training day in a computer lab provided by Algonquin College. Brenda Gaitens from the college facilitated a half-day session on the mysteries of the **Information Management System**. Monika Jankowska-Pacyna from AlphaPlus Centre in Toronto presented a **Web Savvy** workshop in the afternoon on web-based tools that can support effective collaboration, information sharing, and networking.

On March 3, Mary Wiggin facilitated a half-day workshop on **Clear Writing** for participants from Job Connect and Apprenticeship. Participants learned how to present information in a way that is easy for people to understand; to consider what information readers need to know in a given situation and how graphics and layout can make written materials more effective.

Chris Harwood presented a session called **Through the Worker's Eyes** on March 24. The workshop looked at tools, tips and strategies to help practitioners develop learning activities for learners with employment goals. Before the workshop participants shared information in a roundtable discussion of the ways they are integrating Essential Skills into their programs.

During the year four LBS/AU agencies applied for and received funding from OCCL's Professional Development Fund which helped them send staff to training events offered outside of Ottawa.

Managing the Organization

Succession planning is a term that's popping up all over. To support OCCL's organizational stability and sustainability the Board is establishing a process to meet staffing requirements on an ongoing basis. The process considers the personal needs of the individual leaving OCCL as well as the organizational issues which must be addressed. Board member, Wendy Siebrasse, has taken the lead on this work and we appreciate all her efforts that will result in a succession plan for the organization.

Our Appreciation

OCCL continues to operate as a successful organization thanks to the efforts of the members of the Board of Directors, the Local Planning and Coordination Committee (LPCC) and the various standing and ad-hoc committees. We were sorry to say farewell to Sara Jappert in March. Sara represented the CNIB Literacy Program for Deafblind Adults and was the Co-Chair of the LPCC. We wish her well in her new position at CNIB.

We would also like to thank the Ministry of Training, Colleges and Universities (MTCU) for their ongoing financial support and guidance as we develop working relationships with our partners in Employment Ontario.

Marcia Aronson, Chairperson, Board of Directors

Jan Goatcher, Chairperson, Local Planning and Coordination Committee

Mary Wiggin, Executive Director

Financial Support

OCCL is grateful to the following organizations and individuals who provided financial support:

- Ministry of Training, Colleges and Universities
- Burke-Robertson LLP
- Collins Barrow Ottawa LLP
- Ottawa Senators
- Canada Post Corporation
- Great West Life, London Life and Canada Life
- CBC
- Golfers in the 2009 Ottawa PGI Golf Tournament for Literacy
- Bell Canada, Employee Giving Program

- Borden, Ladner, Gervais, LLP
- Association of Early Childhood Educators, Ottawa Valley Branch
- Child Care Council of Ottawa
- Early Childhood Educators, Ottawa Valley Branch
- Ottawa Child Care Association
- Regroupement des services éducatifs à l'enfance d'Ottawa
- Mr. Kevin Scully
- Mr. Ralph Toombs
- Friends of Literacy

In-Kind Support

OCCL would also like to thank our supporters who provided in-kind support:

- The Ottawa Citizen
- NALD (National Adult Literacy Database)
- Preston Food Market
- ABC CANADA Literacy Foundation
- Ottawa Public Library
- Kaleidoscope Kids Books
- Heartwood House
- AlphaPlus Centre
- Algonquin College

Board of Directors

Marcia Aronson (Chair)	Ottawa Public Library
Edwine Alphonse* (Treasurer)	Appointed by the Board
Wendy Siebrasse	Community Representative
Brenda Gaitens	LPCC Rep
Louise Lalonde	LPCC Rep
Kim Oastler	LPCC Rep

*Resigned December 2009

Local Planning and Coordination Committee

Jan Goatcher (Co-Chair)/Katie Ratcliffe	John Howard Society of Ottawa
Sara Jappert* (Co-Chair)/Lynn Desjardins	CNIB Literacy Program for Deafblind Adults
Kim Oastler/Mike Shrives	ALSO
Simone Edwards-Forde	ALSO Deaf Adult Program
Brenda Gaitens/Claire Snasdell-Taylor	Algonquin College
Maria Makrakis/John Karam	Ottawa Catholic School Board
Louise Lalonde	Moi, j'apprends
Chris Girard/Dee Sullivan	People, Words & Change
Christine Pinsent-Johnson/Carol McMurchy	Ottawa-Carleton District School Board
Nicole Dupuis/Lina Léveillé	La Cité collégiale

*Resigned March 2010

Professional Development Committee

Chris Harwood (Chair)	Ottawa Catholic School Board
Jan Goatcher	John Howard Society of Ottawa
Dee Sullivan	People, Words & Change
Wendy Siebrasse	Ottawa Community Coalition for Literacy
Maureen McGovern	Ottawa Community Coalition for Literacy
Mary Wiggin	Ottawa Community Coalition for Literacy

Staff

Mary Wiggin	Executive Director
Maureen McGovern	Community Coordinator

Contractors

OCCL operates with a small staff. We rely on several contractors for their expertise:

Bonini & Associates	Bookkeeping and Accounting
Grade A Techs	Information Technology Support
Chris Harwood	Project Coordinator
McCay, Duff & Company	Auditor 2009/2010
Mann and Partners LLP	Legal Services

Sign Language Interpreting Associates Ottawa Inc.

Ottawa Community Coalition for Literacy
Regroupement d'Ottawa pour l'alphabétisation

Financial Highlights

For the Year Ended March 31, 2010

(with comparative figures for 2009)

Revenues and Expenses

	2009/10	2008/09
Revenues		
Grants	82,000	82,000
Donations	23,369	38,124
Special Projects	70,138	54,746
Nevada Lottery Ticket Sales	19,144	19,599
Other Revenues	37,166	25,400
Registration Fees	15,803	19,287
	247,620	239,156
Expenses		
Salaries and Benefits	80,719	90,591
Contract Services	10,729	12,972
Rent and Utilities	8,245	8,335
Telecommunications	3,537	3,301
Insurance	2,094	2,019
Postage and Office Supplies	1,432	1,758
Photocopying and Materials	4,806	4,771
Training Workshops	-	8,582
Tournament Expenses	6,077	7,148
Travel and Transportation	1,639	4,039
Professional Fees	4,708	4,200
Miscellaneous	9,334	6,614
Special Projects	70,138	54,746
Nevada Lottery Ticket Expenses	9,672	11,357
Amortization	2,424	599
	215,554	221,032
Surplus for the Year	32,066	18,124
Invested in Capital Assets - Net	2,456	1,555
Accumulated Surplus	210,204	178,138

Ottawa Community Coalition for Literacy
Regroupement d'Ottawa pour l'alphabétisation

Financial Highlights

For the Year Ended March 31, 2010
(with comparative figures for 2009)

Balance Sheet

	Mar 31/10	Mar 31/09
Assets		
Cash and Short-Term Deposits	215,342	229,468
Accounts Receivable & Prepaid Expenses	6,212	21,039
Office Furniture & Equipment - Net	2,456	1,555
	<hr/> 224,010	<hr/> 252,062
Liabilities		
Accounts Payable & Accrued Liabilities	11,202	9,652
Deferred Revenue	2,604	64,272
	<hr/> 13,806	<hr/> 73,924
Accumulated Surplus	207,748	176,583
Equity in Capital Assets	2,456	1,555
	<hr/> 210,204	<hr/> 178,138
	<hr/> 224,010	<hr/> 252,062

Auditor - McCay Duff & Company LLP

Copies of the complete statements are available from OCCL on request