

# Ottawa Community Coalition for Literacy



# ANNUAL REPORT

## 2010/2011

Ottawa Community Coalition for Literacy

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# Annual Report 2010/2011

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## Mandate

The Ottawa Community Coalition for Literacy (OCCL) has served and supported the adult literacy community since 1984. We are a non-profit, charitable organization. Our main activities are to:

- help literacy agencies build capacity to address emerging needs
- promote best practices in service delivery
- coordinate service planning and project management
- offer information and referral, outreach and networking
- provide professional development for literacy practitioners

## Mission Statement

OCCL supports, promotes and strengthens adult literacy services in Ottawa through communication, research and public education.

## Values

### Client Orientation

- We place the needs of adult literacy learners foremost in all we do.
- We consider the accessibility and equity needs of literacy learners and members.
- We aim for high quality, effective services.

### Teamwork

- We realize we are stronger when we share responsibilities and resources.
- We understand the benefits of partnering with other networks and community agencies to support the needs of adult literacy learners.

### Community Building

- We foster effective communication and working relationships with funding sources.
- We facilitate and influence the development of learner-focused and results-oriented community service plans.
- We support lifelong learning for literacy learners, members, staff and volunteers.
- We recognize that strength and creativity come from diversity.

### Work Ethic

- We treat all people with dignity and respect.
- We act with integrity, honesty and compassion.
- We are accountable for our actions, transparent in our use of resources and clear in our reporting.

## Highlights of 2010/2011

### Increased Literacy Funding Pays Off!

During the last year there was tremendous effort exerted by literacy organizations across Ontario to convince the provincial government of the need to increase base funding for the delivery of literacy and basic skills. Many programs had been receiving the same amount of funding since 1997.

In 2009/10 and 2010/11, literacy organizations received additional field support funding provided equally by the federal and provincial governments, because of the economic downturn in Ontario. Literacy programs in Ottawa participated in a detailed service planning survey that produced excellent information about the numerous ways programs significantly increased their services and the number of learners they served during those two years. The prospect of returning to funding levels of 1997 in 2011/12 would have meant eliminating access to programming for many learners so the literacy field worked hard to ensure that our voice was heard in Queen's Park.

OCCL was able to use the results of our service planning survey to create a document called **Increased Literacy Funding Pays Off!** (you can view a copy at [www.occl.ca](http://www.occl.ca)). We used the document as the basis for a submission to the Standing Committee on Finance and Economic Affairs during the pre-budget process. We also sent it to the Honourable John Milloy, Minister of Training, Colleges and Universities (MTCU) and to local MPPs, including Premier Dalton McGuinty. As a result we were invited to meet with Yasir Naqvi, MPP, Ottawa Centre who was extremely helpful and provided excellent advice. He wrote personally to the Honourable Dwight Duncan, Minister of Finance and shared our pre-budget submission.

We are delighted to report that the government announced, in the provincial budget, in March 2011, that they will invest \$44 million in literacy and basic skills services over the next three years. This represents a permanent increase in base funding for literacy programs. Support organizations such as OCCL will receive one-time funding this year but to date no further information has been made available by the MTCU. This is an excellent start to bringing funding for literacy more in line with other services under Employment Ontario.

### Employment Ontario Ottawa Network (EOON)

After the re-organization of Employment Services under the Employment Ontario umbrella, the service providers in Ottawa formed a new group called the Employment Ontario Ottawa Network (EOON). OCCL's Executive Director represents literacy and basic skills on the network. Each employment organization has been gearing up to provide a broader range of services and several actually had to move into new locations. OCCL's staff and staff of literacy service organizations attended the official openings of some of the offices in the last year in order to gain more information about their range of services and to make contacts with employment counselors. The Local Planning and Coordination Committee (LPCC) will have the opportunity to hold their monthly meetings in some of the Employment Services offices in the coming year. In April, the LPCC held their meeting at La Cité's Centre des métiers Minto – campus Alphonse-Desjardins.

## Family Literacy Day 2011 Celebrations in Ottawa

OCCL coordinates the Family Literacy Day Planning Committee. In addition to support received from a range of child care associations, the committee was delighted to welcome TD Bank as a new sponsor for FLD activities. As a result we were able to present three **Suzanne Pinel Book Awards** of \$750 each to three organizations serving children at risk – Christie Lake Kids, the Ottawa Inuit Children’s Centre and the Parent Resource Centre - Growing Up Downtown Program.

The Family Literacy Day Challenge, which ran from January 23 to 29, was popular once again. We had 106 activities registered. To find out more and to enjoy the delightful pictures in the photo gallery, visit our website at [www.occl.ca](http://www.occl.ca).

## Project with AlphaPlus

Beginning in the last quarter for the fiscal year, OCCL was delighted to partner with the AlphaPlus Centre in Toronto on a project called *Getting to Know Moodle in ASL*. Moodle is a (Modular Object-Oriented Dynamic Learning Environment) is a free source e-learning software platform. It can be used to develop and present curriculum for hearing and Deaf learners. The project will produce an interactive course to introduce Deaf instructors to Moodle and demonstrate the platform using three subject areas, Budgeting, Responsibilities at Work and Caring for the Environment. The project will be completed by the beginning of December 2011.

OCCL is aware of the lack of resources for the Deaf stream. We intend to apply for funding for other projects including an ASL video on personal banking.

## Friends of Literacy Luncheon, September 24, 2010

OCCL was delighted to welcome 75 guests to our annual Friends of Literacy Luncheon (in memory of Colleen Cooney). Local author, Denise Chong, was very well-received as the keynote speaker. She also read selections from her latest book, *Egg on Mao*.

## **Financial Support**

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.

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

- Ministry of Training, Colleges and Universities (our core funder)
- Literacy Link Eastern Ontario
- Deaf Literacy Initiative
- AlphaPlus Centre
- TD Bank
- Mr. Stephen Adams
- United Way of Ottawa

- Bell Canada, Employee Giving Program
- Child Care Council of Ottawa
- Association of Early Childhood Educators, Ottawa Valley Branch
- IODE Municipal Chapter of Ottawa
- ScotiaBank
- Mr. Sid Cratzbarg
- Early Childhood Educators, Ottawa Valley Branch
- Ottawa Child Care Association
- Le Regroupement des services éducatifs à l'enfance d'Ottawa
- Ottawa-Carleton Headstart Association of Preschools
- Mr. Kevin Scully
- Ms. Marcia Aronson
- 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

### **Board of Directors**

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

### **Local Planning and Coordination Committee (LPCC)**

Jan Goatcher (Co-Chair)/Emily Knights	John Howard Society of Ottawa
Claire Snasdell-Taylor (Co-Chair)/ Brenda Gaitens	Algonquin College
Lynn Desjardins/Helena Plamondon	CNIB Literacy Program for Deafblind Adults
Kim Oastler/Mike Shrives	ALSO
Simone Edwards-Forde	ALSO Deaf Adult Program
Maria Makrakis/Pegi Eitzen-Short	Ottawa Catholic School Board
Louise Lalonde	Moi, j'apprends

Chris Girard/Dee Sullivan  
Carol McMurchy/Shirley Graham/  
Josée Normand  
Nicole Dupuis/Lina Léveillé

People, Words & Change  
Ottawa-Carleton District School Board

La Cité collégiale

### **Professional Development Committee**

Chris Harwood (Chair)  
Jan Goatcher  
Dee Sullivan  
Wendy Siebrasse  
Maureen McGovern  
Mary Wiggin

Independent Contractor  
John Howard Society of Ottawa  
People, Words & Change  
Ottawa Community Coalition for Literacy  
Ottawa Community Coalition for Literacy  
Ottawa Community Coalition for Literacy

### **Staff**

Mary Wiggin  
Maureen McGovern

Executive Director  
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
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, 2011**  
**(with comparative figures for 2010)**

**Revenues and Expenses**

	2010/11	2009/10
<b>Revenues</b>		
Grants	82,000	82,000
Donations	5,732	23,369
Special Projects	13,308	70,138
Nevada Lottery Ticket Sales	16,319	19,144
Other Revenues	40,571	37,166
Registration Fees	1,030	15,803
	158,960	247,620
<b>Expenses</b>		
Salaries and Benefits	97,274	80,719
Contract Services	11,759	10,729
Rent and Utilities	8,299	8,245
Telecommunications	3,061	3,537
Insurance	2,165	2,094
Postage and Office Supplies	2,362	1,432
Photocopying and Materials	3,829	4,806
Training Workshops	-	-
Tournament Expenses	-	6,077
Travel and Transportation	2,678	1,639
Professional Fees	4,898	4,708
Miscellaneous	9,392	9,334
Special Projects	13,308	70,138
Nevada Lottery Ticket Expenses	10,630	9,672
Amortization	1,229	2,424
	170,884	215,554
<b>Surplus (Deficit) for the Year</b>	(11,924)	32,066
<b>Invested in Capital Assets - Net</b>	1,227	2,456
<b>Accumulated Surplus</b>	198,280	210,204

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**Balance Sheet**

	<b>Mar 31/11</b>	<b>Mar 31/10</b>
<b>Assets</b>		
Cash and Short-Term Deposits	200,749	215,342
Accounts Receivable & Prepaid Expenses	4,289	6,212
Office Furniture & Equipment - Net	1,227	2,456
	206,265	224,010
<b>Liabilities</b>		
Accounts Payable & Accrued Liabilities	7,955	11,202
Deferred Revenue	30	2,604
	7,985	13,806
<b>Accumulated Surplus</b>	197,053	207,748
<b>Equity in Capital Assets</b>	1,227	2,456
	198,280	210,204
	206,265	224,010

Auditor - McCay Duff & Company LLP, Chartered Accountants

Copies of the complete statements are available from OCCL on request