

Ottawa Community Coalition for Literacy



ANNUAL REPORT

2012/2013

Ottawa Community Coalition for Literacy

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Annual Report 2012/2013

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.

Ottawa Community Coalition for Literacy (OCCL) Highlights of 2012/2013

Friends of Literacy Luncheon, October 19, 2012

OCCL welcomed 75 guests including instructors, volunteers and administrators from adult literacy programs, staff from Employment Services and local business people, to our annual Friends of Literacy Luncheon (in memory of Colleen Cooney). The students in the Hospitality Program served a delicious gourmet lunch in Algonquin College's International Restaurant. Barbara Fradkin, author of eight detective novels featuring Ottawa Police Inspector, Michael Green, shared her personal literacy experiences and read from one of her books.

Supporting Literacy and Basic Skills (LBS) Service Providers

A Day in the Life of OALCF

On November 21, 2012, OCCL hosted a full-day workshop to support LBS service providers in the implementation of the Ontario Adult Literacy Curriculum Framework (OALCF). Robyn Cook-Ritchie presented an excellent session to 45 participants. We are grateful to the YMCA-YWCA Employment Access Centre, in the Merivale Mall, for providing a room for the workshop. Their staff was welcoming and helpful throughout the day.

The evaluations were very positive with many respondents asking for further professional development on the OALCF. The same workshop was hosted the day before by Literacy Link Eastern Ontario (LLEO) and Literacy Ontario Central South (LOCS). OCCL, LLEO and LOCS will collaborate, in 2013/2014 to bring more professional development sessions to the staff of LBS programs in the East.

Family Literacy Day 2013 - Celebrations in Ottawa

This year **Family Literacy Day** fell on Sunday, January 27. Ottawa Public Library kicked off a week of activities in the city with a wonderful bilingual performance of stories and songs by Tante Caroline. Suzanne Pinel and Cathy Jowsey from TD presented \$750 *Suzanne Pinel Book Awards* to each of the three winning organizations:

- Centre des services communautaires Vanier / Centre de la petite enfance Ottawa-Vanier
- Ottawa Children's Treatment Centre – Preschool Program
- The Parent Resource Centre: Drop In Program

We invite you to visit our website, www.occl.ca to read more about the many wonderful activities that took place in Ottawa to celebrate Family Literacy Day. There was fitness, music, storytelling, art, yummy snacks and so much more...

Employment Ontario

Service Coordination

In the last quarter of the fiscal year, the Ministry of Training, Colleges and Universities (MTCU) requested that LBS Networks, in Eastern Ontario, bring together community partners, in six cities, including Ottawa, with a view to improving service coordination at the community level. The intended outcome was:


In each community, the assessment and referral process ensures that the client pathway to employment is seamless. Clients can access the right community services and programs, the first time, to address their specific needs.

In Ottawa, OCCL hosted a meeting, on February 21, in collaboration with Ottawa Integrated Local Labour Market Planning (OILLMP), the group that acts as the Local Board in the city. The meeting participants provided excellent input in to the development of a multi-year service coordination plan. Staff of OCCL and OILLMP worked together to prepare the plan which was submitted to the Ministry at the end of the year and is now available in English and French.

OILLMP is responsible for implementing the plan over three years. OCCL will report back to the literacy community on the progress of this initiative.

Deaf and Hard of Hearing Access Committee (DHHA)

OCCL joined the DHHA Committee this year. It was started through the efforts of ALSO and Pinecrest-Queensway Employment Services to address access issues for Deaf learners/clients who want to connect with employment preparation services and find work. At year end the committee planned to connect with the Employment Ontario Ottawa Network (EOON) in an effort to identify the current level of service available and what initiatives might move things forward for Deaf learners who are ready to make the transition to employment.



In honour of Queen Elizabeth's Diamond Jubilee, ABC Life Literacy Canada was selected to nominate 30 individuals across Canada to receive a Diamond Jubilee Medal. **Mary Wiggin** was awarded a medal based on her contribution to improving literacy and skills levels of adult Canadians while raising awareness about literacy.

Financial Support

OCCL operates as a successful organization thanks to the efforts of the members of the Board of Directors and of the Local Planning and Coordination Committee. OCCL is grateful to the following organizations and individuals who provided financial or in-kind support:

Financial Support

- Ministry of Training, Colleges and Universities (our core funder)
- Preston Food Market
- Literacy Link Eastern Ontario
- Deaf Literacy Initiative
- TD Bank
- Social Planning Council of Ottawa
- Child Care Council of Ottawa
- Ottawa Carleton Headstart Association for Preschools
- Ottawa Child Care Association
- Le Regroupement des services éducatifs à l'enfance d'Ottawa
- Ms. Sandi Bonini
- Mr. Kevin Scully
- Ms. Sylvie Faulkner
- Ms. Estrella Frias
- Mr. Andy Knapp
- Literacy Northwest
- Friends of Literacy
- United Way of Ottawa

In-Kind Support

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

- NALD (National Adult Literacy Database)
- Learning Networks of Ontario
- Heartwood House
- YMCA-YWCA Employment Access Centre
- People, Words & Change

Board of Directors

Many thanks to the dedicated members of the Board:

Jan Goatcher (Chair)	LPCC Rep
Brenda Gaitens (Vice-Chair)	LPCC Rep
Gordon Metcalfe (Treasurer)	Appointed by the Board
Jane Venus	Ottawa Public Library
Lynne Eagan	Community Rep

Local Planning and Coordination Committee (LPCC)

The members of the LPCC represent the hardworking, dedicated Literacy and Basic Skills Service Providers in Ottawa:

Louise Lalonde (Co-Chair)	Moi, j'apprends
Claire Snasdell-Taylor (Co-Chair)/ Brenda Gaitens	Algonquin College
Jan Goatcher /Samantha McAleese	John Howard Society of Ottawa
Lynn Desjardins	CNIB Literacy Program for Deafblind Adults
Kim Oastler/Mark Caulfield	ALSO
Simone Edwards-Forde	ALSO Deaf Adult Program
Linda Seymour	Ottawa Catholic School Board
Dee Sullivan/Jennifer Noxon	People, Words & Change
Carol McMurchy/Shirley Graham	Ottawa-Carleton District School Board
Nicole Dupuis/Lina Léveillé	La Cité collégiale

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
Cedar Island Sales and Service Ltd	Management, Nevada Lottery Licence
Grade A Techs	Information Technology Support
Janie Bertrand	Translation
McCay, Duff & Company	Auditor 2012/2013
Sign Language Interpreting Associates Ottawa Inc.	ASL Interpreting

Ottawa Community Coalition for Literacy
Regroupement d'Ottawa pour l'alphabétisation
Financial Highlights
For the Year Ended March 31, 2013
(with comparative figures for 2012)

Revenues and Expenses

	2012/2013	2011/2012
Revenues		
Grants	87,000	107,000
Donations	1,469	2,339
Special Projects		
Nevada Lottery Ticket Sales	55,522	25,522
Other Revenues	21,749	28,091
Membership Fees	1,175	1,200
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	166,915	164,152
Expenses		
Salaries and Benefits	83,180	101,123
Contract Services	15,511	12,590
Rent and Utilities	8,641	8,551
Telecommunications	3,619	3,332
Insurance	2,706	2,200
Postage and Office Supplies	841	1,323
Photocopying and Materials	3,906	3,700
Travel and Transportation	2,446	2,825
Professional Fees	4,703	4,857
Miscellaneous	4,185	7,852
Family Literacy Day	3,500	3,500
Nevada Lottery Ticket		
Expenses	32,528	13,801
Amortization	-	1,227
	<hr/>	<hr/>
	165,766	163,381
Surplus (Deficit) for the Year	<hr/> <hr/>	<hr/> <hr/>
	1,149	771
Accumulated Surplus	<hr/> <hr/>	<hr/> <hr/>
	200,200	199,051

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Balance Sheet

	March 31/13	March 31/12
Assets		
Cash and Short-Term Deposits	203,183	198,820
Accounts Receivable & Prepaid Expenses	8,300	11,287
	<u>211,483</u>	<u>210,107</u>
Liabilities		
Accounts Payable & Accrued Liabilities	11,283	11,056
Accumulated Surplus	200,200	199,051
	<u>211,483</u>	<u>210,107</u>

Auditor - McCay Duff & Company LLP, Chartered Accountants

Copies of the complete statements are available from OCCL on request