

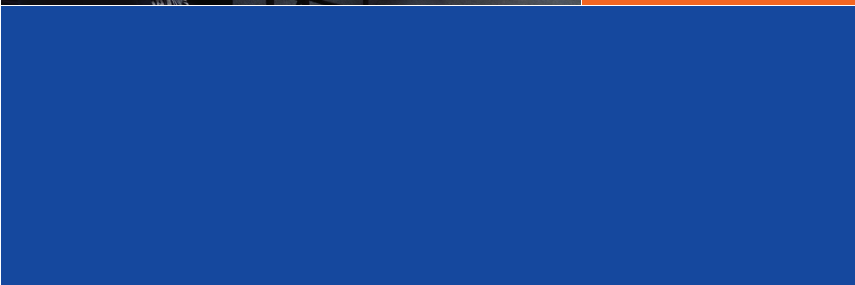


**Adult
Learning Centre**
Serving Georgetown, Milton & Acton

LITERACY NORTH HALTON

2018-2019

ANNUAL REPORT



Misson

Literacy North Halton, which operates as the Adult Learning Centre, is a community based organization providing individualized and group tutoring for adults. We encourage community support and promote literacy awareness.

We continue to provide adults with local opportunities to improve their essential reading, writing, basic math, and digital literacy skills for employment, further education, and increased independence in daily life.

We offer a variety of part-time Literacy and Basic Skills programs for adults aged 19+ who require essential skills upgrading in reading, writing, basic math and basic computer skills for the workplace. In partnership with Sheridan College, we also offer the ACE – (Academic and Career Entrance) upgrading program. Adults wishing to pursue college entrance or an apprenticeship can earn grade 12 equivalency in English, Math, and Science. In addition, GED test (high school equivalency) preparation is also available.

Why is adult literacy so important?

We often think of literacy as only the ability to read and write with ease. In reality, the modern definition of literacy is much broader. Reading, writing, and numeracy are part of a larger set of essential skills that we use every day at work, at home, and in the community. Literacy includes computer and digital technology skills, oral communication, and more. It involves understanding and being able to use the information required in today's society in order to achieve your goals, reach your potential and navigate more easily in daily life and at work.

(Metro Toronto Movement for Literacy (<http://mtml.ca/about-literacy/>))

Customer Service Charter

Our Service commitment is to provide:

- Current information on all programs and services for employment and training in your community
- A high quality service to our clients, delivered in a courteous and respectful manner
- Service in a timely manner-responding to phone call queries within 2 business days of receipt
- Service in a manner that is respectful of your need to make informed choices
- An environment free from discrimination for staff, clients and volunteers
- Privacy, by ensuring your personal information is kept confidential, according to our privacy policy.

Literacy North Halton is an LBS Service Provider under the Employment Ontario (EO) umbrella of programs and services:

Employment Ontario (EO) Literacy and Basic Skills (LBS) Program:

The Ontario Literacy and Basic Skills (LBS) program helps adults in Ontario to develop and apply communication, numeracy, interpersonal and digital skills to achieve their goals. The LBS program serves learners who have goals to successfully transition to employment, postsecondary, apprenticeship, secondary school, and increased independence. The program includes learners who may have a range of barriers to learning.

In Ontario in 2017-18:

- the EO Literacy and Basic Skills (LBS) program helped over 44,000 learners;
- social assistance clients are also served within the EO system with substantial participation in LBS programs:
 - 2,780 Ontario Disability Support Program (ODSP) clients and 5,980 Ontario Works clients went on to further education and training after participating in the program.

Tcu.gov.on.ca. (n.d.). Literacy and Basic Skills (LBS). [online] Available at: <http://www.tcu.gov.on.ca/eng/eopg/programs/lbs.html> [Accessed 30 May 2019].
Ontario Ministry of Training, Colleges and Universities (2019). Market Sounding Document. Toronto, ON: Queen's Printer for Ontario, 2019, p.9.



Core Programs

Tutoring Program for Adults

Our Adult Tutoring Program offers 1:1 and small group tutoring for adults looking to improve their essential reading, writing, or math skills from the basics to the grade 9 level.

- Improve the ability to read and understand work-place and school materials
- Build the skills needed to communicate more effectively in writing
- Improve fundamental numeracy skills
- Online learning opportunities

Computer Skills for Work Program

Basic Computer Skills for the Workplace in a small group setting.

- Introduction to computers, Microsoft Windows and Microsoft Office Applications
- Internet and the web for work
- File Management
- Email for work
- Online learning opportunities

Sheridan College ACE Program

In partnership with Sheridan College, our ACE Academic and Career Entrance Program helps students with a goal of college admission, apprenticeship, or a better job.

- Earn grade 12 equivalency in Math, English, Biology, & Chemistry for admission to Ontario college programs
- Earn an ACE (grade 12 equivalency) Certificate recognized by Ontario colleges
- Prepare for Apprenticeship or Pre-Apprenticeship training
- Or, prepare to write the GED test (High School Equivalency Certificate)



“What is necessary is to assist individuals in making the transition from declining occupations and industries to new opportunities in growing sectors and in acquiring and deploying new skills.

- LEPC Peel Halton Employer Survey 2017

”

What are Essential Skills?

Essential skills - as identified by the Government of Canada - are needed for work, learning and life and are the foundation for learning all other skills. These skills are used in nearly every job and throughout daily life in different ways and at varying levels of complexity. The 9 Essential Skills are:

- | | | |
|----------------|-----------------------|-----------------------|
| • reading | • writing | • thinking |
| • document use | • oral communication | • computer use |
| • numeracy | • working with others | • continuous learning |

What are Employability Skills?

Employability Skills or Soft Skills - as identified by Futurework - help workers to be adaptable and motivated throughout their whole employment and as they move into new roles or careers. Getting and keeping a good job requires multiple skill sets. Employability skills are the foundation upon which essential and job skills rest. The 9 Employability Skills are:

- | | | |
|------------------|-------------------|---------------------|
| • motivation | • presentation | • adaptability |
| • attitude | • teamwork | • stress management |
| • accountability | • time management | • confidence |

Board of Directors

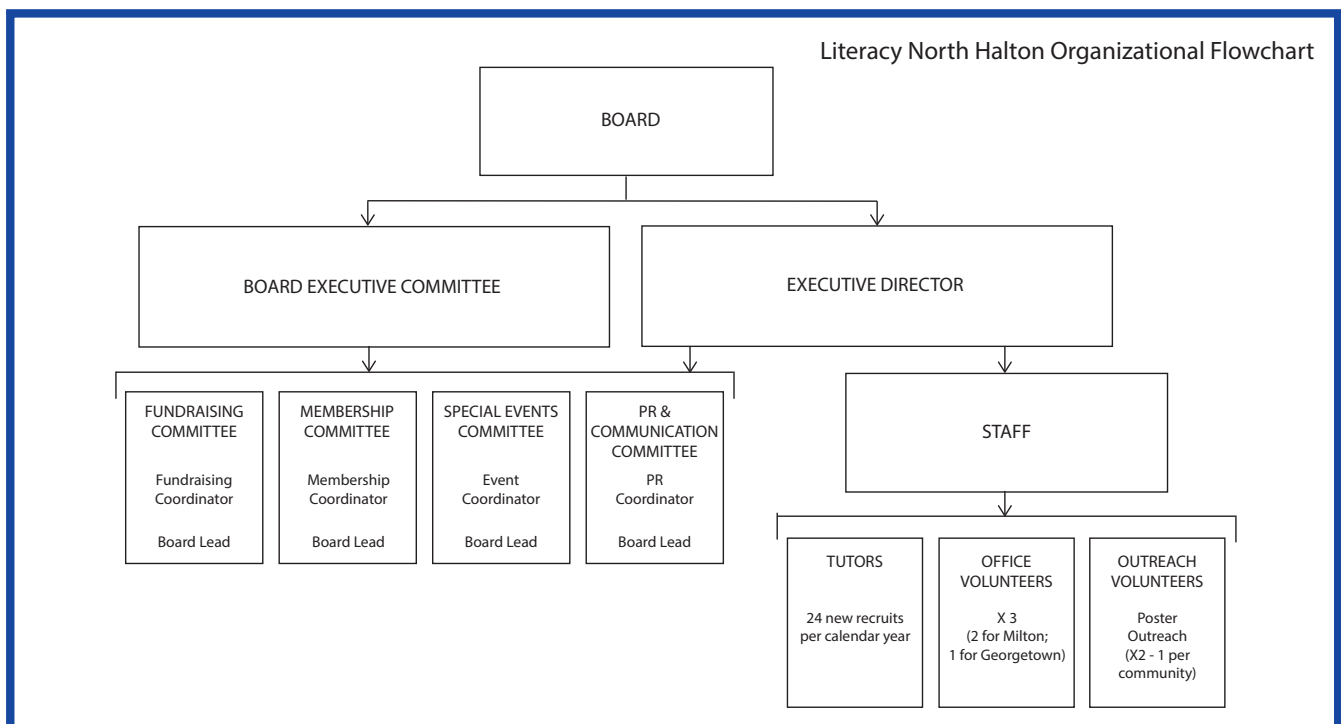
Literacy North Halton is governed by a Board of Directors, which is mandated to ensure the organization fulfills its mission. Acting in this capacity, the Board of Directors is responsible for:

- Upholding Literacy North Halton's Policies, Procedures and By-laws
- Reviewing and monitoring applicable government grants
- Supporting the recruitment of staff and volunteers, as required
- Evaluating the delivery and success of all programs
- Monitoring the financial and legal affairs
- Securing sufficient funds for operation, including overseeing the development and implementation of a fundraising program
- Establishing ad hoc Committees to support and promote Literacy North Halton as required
- Reviewing the long term strategic plan on a regular basis.

President/Board Chair
Vice Chair
Secretary
Treasurer
Director
Director
Director
Director
Director

Denise Dilbey
Sherri Norris
Kim Sopinka
Selwyn Fernandes
Patricia Waters
Ami Gopal
Sherry Farago
Carolyn Capretta
Dr. Oladapo Kayode Opasina

All members who served on the board during the 2018-2019 fiscal year are listed. (April 1/18 - March 31/19)



Board Chair Report

Fiscal 2018/2019 has been an exciting year for Literacy North Halton. Our staff and our board of directors work continuously, with the support of our valued funders, in ensuring we exceed our mandate of delivering excellent quality and effective literacy and essential skills training in our growing and diverse communities of Milton, Georgetown and Acton.

We have worked very hard this year to ensure our programs and services remain at the highest standard as we respond to our community literacy, numeracy, and digital skills needs and their impact on adult learners. Based on initiatives which started in fiscal 2017/2018, our LNH Board of Directors continues to work on strategic planning. We remain focused on monitoring finances to effectively meet the needs of running our current and anticipated programs. This fiscal, the board will continue to work on procedures and reviewing our By-laws to ensure best practices and policies.

Our Adult Learning Centre continues to promote the range of programs and services offered by our organization to the community with increased media, advertising and promotional campaigns. The ALC-LNH website and marketing campaigns have contributed to increasing our membership, fundraising and community awareness.

Strengthening our board leadership skills is an ongoing priority for our organization. Board members have attended several training workshops hosted by Community Development Halton. Supported by Literacy North Halton's strategic planning objectives, these workshops assist the board in providing further knowledge and guidance in a road map to our success.

In addition to our Strategic Planning developments, we welcomed three new directors to our board, while saying goodbye to two board members who have been instrumental in our past successes and have dedicated their time and efforts to our organization. The LNH Board of Directors would like to honour Sherri Norris, our Vice-Chair, for her efforts and contributions to our organization since 2007 and Selwyn Fernandes for his continuous dedication and financial guidance as our Treasurer since 2014.

Words alone can not express our extreme gratitude to all the members, sponsors and donors who were involved with our 15th annual Grate Groan-Up Spelling Bee fundraising event. Chaired by Tricia Waters, the committee and volunteers' hard work and dedication exceeded our expectations in delivering a successful and entertaining event for Literacy North Halton. Also, our sincere thanks to the Maple Lodge Farms Foundation for their generous sponsorship of our Georgetown Scrabble® for Literacy event, to our host Shan Abbasi of the Mississauga Scrabble® Club, and to all of the players for securing pledges in support of adult literacy.

Literacy North Halton is grateful for all of the dedicated individuals who commit to their communities and make a difference in people's lives. Our diverse group of volunteers bring their experiences and skills to enrich Literacy North Halton programs and events. Thank you to our talented employees whose energy, enthusiasm and efforts are instrumental to our organization and the operation of the Adult Learning Centre. Special thanks to all our partners, donors, sponsors and stakeholders for investing in our mission of delivering essential literacy skills and resources to adult learners in North Halton communities every day.



LITERACY AND POVERTY

The relationship between literacy skill level and the likelihood of living in poverty is strong. In Canada, 46% of adults at the lowest literacy levels live in low income households.

*3

*Denise Dilbey
Board Chair*



LITERACY SKILLS IN ONTARIO

Literacy is an essential skill in 21st century Ontario. However, many people in our province do not have the literacy skills that they need for home, work, and life. 1 in 6 (or 15%) of Ontarians aged 16 to 65 struggle with very serious literacy challenges, and have trouble reading even the most basic text. A further 32% of Ontarians can read, but with difficulty and will likely have problems with basic forms and directions encountered in everyday life such as employment.

*7

Treasurer Report

Additional core operating funding from the Ministry of Training, Colleges and Universities (MTCU) in Fiscal 2019 has allowed us to continue to satisfy the growing demand for literacy and basic skills programs in all North Halton communities. United Way Halton & Hamilton (UWHH) funding was reduced in Fiscal 2019 by 10% due to a change in their mix of designated and unrestricted funds and a shortfall in fundraising in the Halton communities. In the third quarter, Literacy North Halton submitted a funding application to UWHH for the next business cycle, which has been approved. The LNH Board of Directors continued to budget monies to be allocated to a relocation fund, which is shown as a surplus, in anticipation of a possible future move from the existing Georgetown office and classroom space. Literacy North Halton remains fiscally strong and the Board of Directors has consistently monitored the financial health of the organization throughout the fiscal year.

In June 2018, the new provincial government was sworn in and in February 2019 the MTCU announced its goal to transform employment services. The LNH Board of Directors and the Executive Director will continue to monitor proposed plans over the next fiscal year.

Our local Scrabble® for Literacy fundraiser in Georgetown was well attended, despite a postponement to March due to a snowstorm. Literacy North Halton would like to thank the Maple Lodge Farms Foundation for its continued sponsorship of this event and its support of adult literacy and adult learners in the community. On behalf of the LNH Board, I would also like to thank the following local organizations for their long-standing support of adult literacy and their annual donations: members of the Kiwanis Club of Georgetown, the congregation of St. Alban the Martyr Anglican Church in Glen Williams, and members of the John Milton Chapter of the IODE.

Thank you to our major funders, community partners, donors, sponsors, members, and to our dedicated volunteers and staff. We truly appreciate your commitment to our mission and to adult learners in North Halton.

Selwyn Fernandes
Treasurer



NUMERACY SKILLS IN ONTARIO

Numeracy skills are an even more significant challenge. 22% of Ontarians aged 16 to 65 have very limited math skills. In addition, 31% of Ontarians have difficulty accomplishing commonly needed numeracy tasks.

*2



LITERACY AND THE ECONOMY

Higher levels of literacy lead to a stronger Canadian economy, and a more productive workforce. There is strong evidence that investment in literacy reduces costs in areas such as social assistance, healthcare, and justice.

*12.1 & 12.2

Executive Director Report

Do our programs and services make a difference in the lives of participants and in the community at large?

The Adult Learning Centre-Literacy North Halton team continues in our work to be accountable to our many community stakeholders and to positively impact the lives of adult learners within the North Halton communities of Milton, Georgetown, and Acton. By improving essential literacy, digital literacy, and employability soft skills, adults can improve employment opportunities and prepare for further training and education; improve life skills and build confidence; and empower their families to become more connected with local organizations, services, and supports - both in person and online.

Mid year saw the change in provincial government and with it a renewed focus on building a skilled workforce in a changing economy. "Ontario's employment and training programs are critical to building the skilled workforce that keeps Ontario open for business." As an EO Literacy and Basic Skills (LBS) service provider, ALC-LNH continues to maintain high service quality core measures and to work with our regional EO support network and local agencies to ensure that we have a robust client referral process. Core funding from the Ministry of Training, Colleges and Universities allows us to offer a wide range of local assessment and training programs, and to continue to update curriculum and build capacity.

In December, senior staff participated in the United Way Halton & Hamilton "Meet the Agency Night" which is an opportunity for UW volunteers to meet our staff and better understand our programs as we work together to support "Healthy People, Strong Communities" by "Improving Lives Locally". ALC-LNH appreciates the local financial support from United Way Halton & Hamilton and their donors!

As technology continues to impact our lives and changes the nature of work, lifelong learning and skill building will be necessary. As we look forward, the new provincial government is embarking on a transformation of Ontario's employment services "to help more people find and keep quality jobs and increase the number of businesses finding the right workers with the right skills." In their recent budget, the federal government introduced the Canada Training Benefit, "a new personalized, portable tool to help all Canadians get the skills they need to find and keep good jobs."

In this busy, interconnected society that we live in today, our staff continues to work with local partners and agencies to ensure that clients have the most current, relevant information on programs and services available within their communities. Our staff reviews local and regional labour market information to ensure we are building relevant programming for hard and soft skills that are in demand. We are responding to an increasing demand for impact statements and learner success stories in various formats and have recently launched our new videos – from the perspectives of learners and volunteers. This year our team has also worked in collaboration on various regional and local initiatives such as our regional EO support network Common Assessment Task team, and the Halton Hills Community Hub taskforce.

I would like to thank the organizations and individuals that support ALC-LNH and adult learners. To our volunteer tutors who commit their enthusiasm and their time to the success of learners, you are a true gift to your communities. In exit surveys, learners overwhelmingly comment on your positive impact!

*Respectfully,
Michele Proud*

DIGITAL LITERACY



44% of Ontarians scored at the lowest levels on an international survey measuring "Problem Solving in a Technology Rich Environment" (PR-TRE). Higher digital literacy skills are still needed to see positive outcomes in life such as self-reported health and political efficacy.

**10.1 & 10.2*

JOBS OF THE FUTURE



Based on Canada's levels of literacy and numeracy, many Canadians do not currently have the literacy, numeracy and digital skills needed for the jobs of the future. The demand for high-skilled workers is growing - up 19% since 1998 - and the need for low-skilled workers is declining (down 11% over the same period).

**8*

Programming

We saw a significant increase this past year in the number of local adults reaching out to the Adult Learning Centre - Literacy North Halton for guidance and support with their decision to upgrade their skills. Their unique learning needs were met by our programming team consisting of staff, volunteer tutors and instructors who worked together to provide the best learning environment possible.

Learners in our Adult Tutoring Program worked towards a variety of goals ranging from reading for personal enjoyment to upgrading their money math and arithmetic skills. Learners also worked with their tutors to upgrade their writing skills, helping them to fill out forms, write workplace email messages and communicate with more confidence. We are grateful to have such a diverse group of volunteer tutors, each with a unique skill set. In the fall of 2018, we welcomed a new staff member, Andrea Le Grand, as our Program Coordinator, Digital Literacy. Andrea's friendly personality, technology skills and background working as a coordinator in the social services field have made her an excellent fit for this role. Learners in our Sheridan ACE Program worked towards earning the pre-requisites needed for college and apprenticeship programs. Many of our ACE learners are now ready to move on to their goal of attending college, and several of our ACE graduates also attended the annual graduation ceremony held at Sheridan College. As high school equivalency has become increasingly more important, our GED Test Preparation Program provided an alternative option for those who are looking to earn their high school equivalency. Learners studied the English and math skills they required in our academic upgrading classes, and our partnership with The Learning HUB allowed them to build on their knowledge of the science and social studies subject areas.

With the support of our funders and donors, we were fortunate to be able to purchase a variety of new resources to enhance our programs including tablets, whiteboards, flashcards, updated workbooks and new computer equipment. These additions to our resource libraries have allowed us to offer more current learning opportunities and materials suitable to a wide variety of learning styles.

Our goal for the coming year is to continue to actively pursue excellence in the Literacy and Basic Skills field through continued innovative programming and resource development.

Thank you to everyone for your continued support and for another successful year.



HIGH SCHOOL GRADUATION RATES IN ONTARIO

Of all Ontarians aged 25 to 64, 10.4% have not attained their high school diploma.

*5.2

Alyson Findlay
Senior Program Coordinator

Congratulations to our 2018-2019 Computer Skills for Work adult learners and volunteer tutors. It has certainly been a busy year. Our tutors assisted over 90 learners in increasing their digital literacy skills. Our 10 dedicated volunteer tutors contributed more than 400 hours of instruction. We continue to offer two levels of training in our Computer Skills for Work program in three North Halton communities.

After months of hard work, we launched our updated Computer Skills for Work level 1 curriculum in February. We have run the course several times and have received positive feedback from both learners and tutors. Our plans include refreshing our Computer Skills for Work level 2 course with the goal of assisting our learners to build their digital skills using Excel, PowerPoint, and Cloud-based tools. These skills are needed for today's competitive employment market.

My heartfelt thanks to the staff, board members, volunteer tutors and learners for their dedication to lifelong learning and adult education in North Halton.

Andrea Le Grand
Program Coordinator, Digital Literacy



LITERACY AND EMPLOYMENT

Canadians with low literacy skills are more than twice as likely to be unemployed. In 2016, only 55% of Canadians aged 25 - 64 who did not complete high school were employed.

Approximately 45% of Canadians in precarious work have not attained an educational credential beyond a high school diploma.

*7

Volunteers and Instructors

A sample of the praise for our volunteer tutors and ACE instructors, from our students!



"My tutor is helpful and will always make sure I understand before moving on with other tasks."

"The instructor was patient, helpful, pleasant and understanding."

"Teachers are very helpful and nice."

"Our teacher was 10/10. She was patient and very thorough."

"Thank you so much, especially to our awesome teacher."

"I found the instructor was perfect."

"Instructor was patient, and helped me meet my goals."

"The instructor is nice and her teaching method is very simple and easy to learn things."

"The environment is good and instructor was so approachable."

"The teacher was amazing."

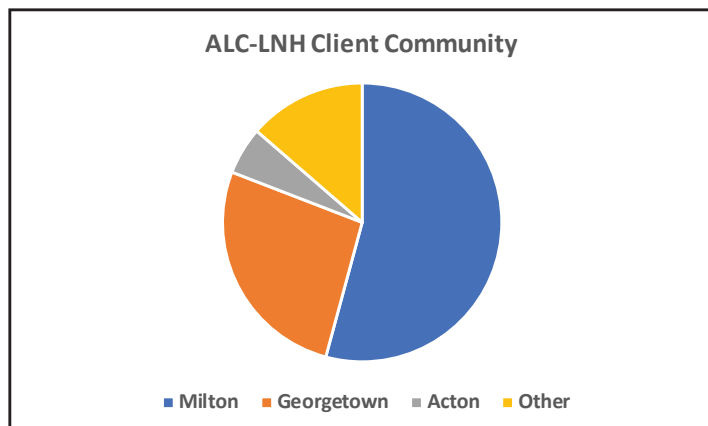


Thank you to our many volunteers who have given their valuable time, expertise, and effort to support our programming and adult learners over the past year. They continue to serve our organization in diverse ways.

- Board Members
- Volunteer Tutors
- Office Volunteers
- Fundraising Volunteers
- Poster Outreach
- Special Events

Clients

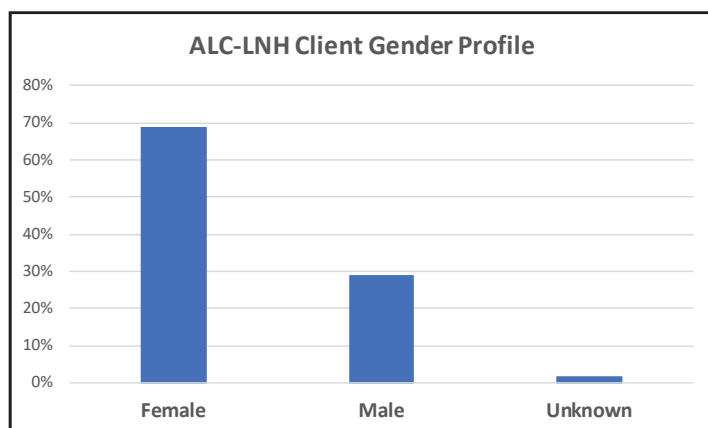
Who reaches out to ALC-LNH?



“Great to have something in town that helped prepare to go to post-secondary. Now taking ECE at Sheridan.

Sheridan ACE Student

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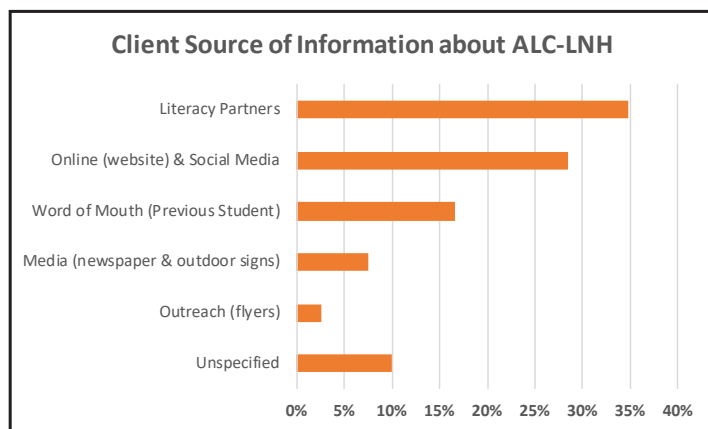


“I came to this program because I wanted to read better and write better. I can read things in the grocery store. I can read a menu when I go out and I can read text and emails. I want to keep working on my reading and writing.”

1:1 Tutoring Student

”

How did they find out about ALC-LNH?



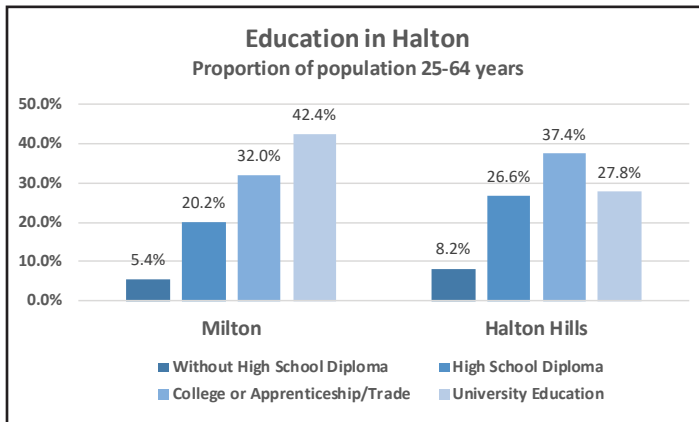
“As part of a work transition program (WSIB) I would need to be able to navigate web sites, research job opportunities, and write resumes, and use the computer. The instructors were helpful, knowledgeable and helped me get a lot of things I couldn't do before.

Computer Skills for Work Student

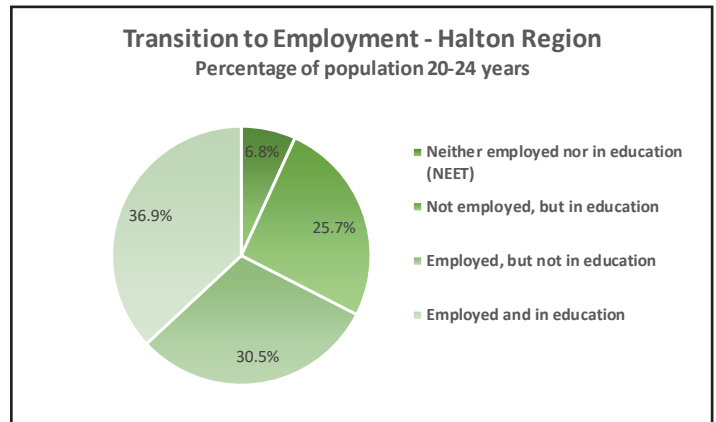
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A Halton Perspective

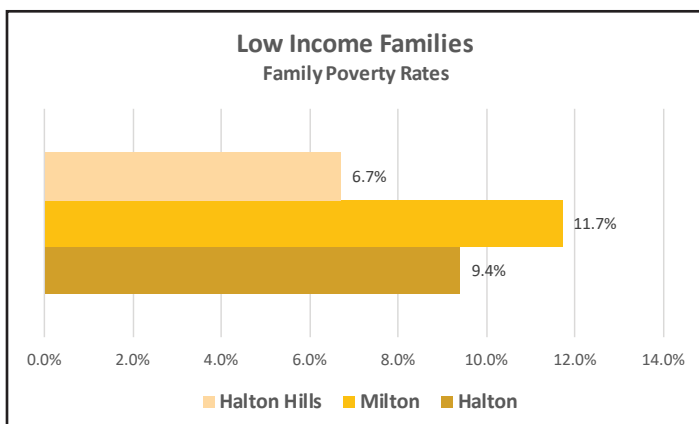
It is important that we work together with all of our community stakeholders to understand current training demands and current local labour market and demographic information to ensure that our programs and services meet the needs of adult learners in their local communities.



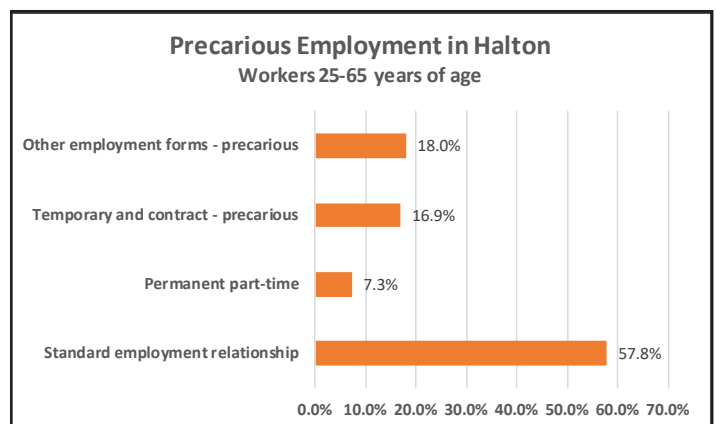
Community Development Halton/Source: Statistics Canada, 2016 Census



Community Development Halton/Source: Statistics Canada, 2016 Census

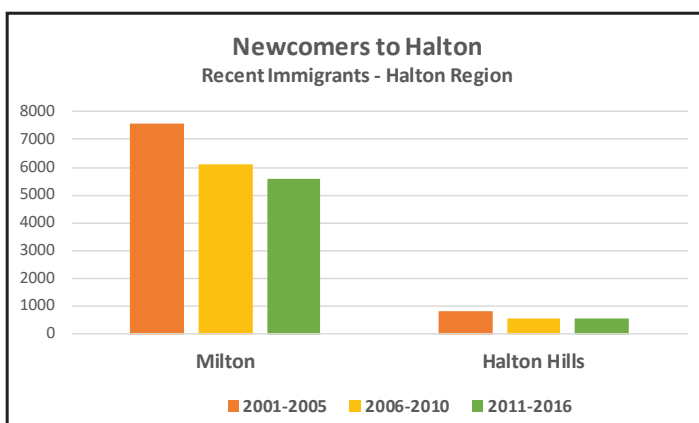


Community Development Halton/Source: Statistics Canada, Taxfiler data 2011-2016

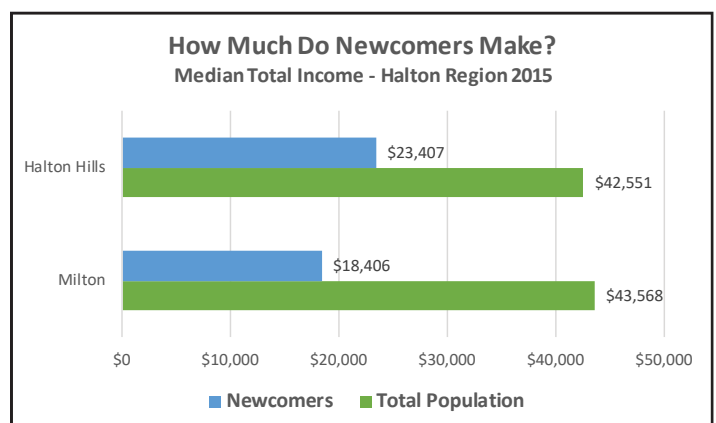


Source: PEPSO, The Precarity Penalty, Executive Summary: York Region, Mark 2016

“Addressing the barriers to the employment and retention of newcomers is an extremely important step towards stabilizing the workforce and ensuring economic prosperity.” - LEPC Peel Halton Employer Survey 2018



Community Development Halton/Source: Statistics Canada, 2001-2016 Census



Community Development Halton/Source: Statistics Canada, 2016 Census



Independent auditor's report

To the Members of

Literacy North Halton (Operating as Adult Learning Centre)

Grant Thornton LLP
35 Main Street South
Halton Hills, ON
L7G 3G2

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T +1 866 554 2030 (Toll Free)
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Qualified Opinion

We have audited the financial statements of **Literacy North Halton operating as Adult Learning Centre ("the Organization")**, which comprise the statement of financial position as at March 31, 2019 and the statements of operations, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

In common with many not-for-profit organizations, the Organization derives revenue from fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Organization. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended March 31, 2019 and 2018, current assets as at March 31, 2019 and 2018, and net assets as at April 1 and March 31 for both the 2019 and 2018 years. Our audit opinion on the financial statements for the year ended March 31, 2018 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Financials

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Grant Thornton LLP

Halton Hills, Canada
June 12, 2019

Chartered Professional Accountants
Licensed Public Accountants

Financials

Literacy North Halton (Operating as Adult Learning Centre)

Statement of Operations

Year ended March 31	2019	2018
Revenue		
Ministry of Advanced Education and Skills Development (MAESD)		
Operating grant (Note 6)	\$ 128,521	\$ 117,807
ACE program (Schedule 1)	119,161	112,595
Donations and fundraising	34,536	44,598
Interest and other income	7,687	45
Other revenue	3,435	3,130
Memberships	572	1,166
IT refresh project	-	30,283
Ministry of Citizenship and Immigration (MCI)		
multicultural community capacity grant (Schedule 2)	-	2,280
	<u>293,912</u>	<u>311,904</u>
Expenditures		
ACE program (Schedule 1)	119,161	112,595
Wages and benefits	108,010	94,223
Rent	16,752	15,999
Computer hardware and software	16,413	18,382
Professional fees	7,630	6,595
Fundraising	5,764	6,351
Outreach	4,283	4,067
Resource materials	3,466	3,522
Office supplies	3,051	4,129
Insurance	2,176	1,984
Telephone and internet	1,956	1,163
Travel	1,658	1,782
Bank charges	635	555
MCI project (Schedule 2)	478	1,802
MAESD IT refresh project	-	29,882
	<u>291,433</u>	<u>303,031</u>
Excess of revenue over expenditures before item below	<u>2,479</u>	<u>8,873</u>
Surplus repaid / repayable to MAESD	<u>481</u>	<u>31</u>
Excess of revenue over expenditures	<u>\$ 1,998</u>	<u>\$ 8,842</u>

See accompanying notes to the financial statements.

Financials

Literacy North Halton (Operating as Adult Learning Centre) Statement of Financial Position

As at March 31

Assets

Current

Cash and cash equivalents	\$ 45,565	\$ 53,766
Investments (Note 3)	30,173	22,034
Accounts receivable	3,117	7,647
Prepaid expenses	<u>1,822</u>	<u>1,822</u>
	<u>\$ 80,677</u>	<u>\$ 85,269</u>

Liabilities

Current

Accounts payable and accrued liabilities (Note 5)	\$ 5,100	\$ 4,500
Due to Ministry of Advanced Education and Skills Development	-	31
Deferred revenue	<u>600</u>	<u>7,759</u>
	<u>5,700</u>	<u>12,290</u>

Fund balances

Unrestricted		
Operating fund	13,565	18,978
Internally restricted		
Programming reserve fund	28,839	24,268
Relocation reserve fund	2,400	-
Contractual obligations reserve fund	22,385	22,033
Sucession planning reserve fund	<u>7,788</u>	<u>7,700</u>
	<u>74,977</u>	<u>72,979</u>
	<u>\$ 80,677</u>	<u>\$ 85,269</u>

Lease commitments (Note 4)

On Behalf of the Board

 Director

Director

See accompanying notes to the financial statements.

Funders

Adult Tutoring - 1:1 & Digital Literacy Programs funded by:

- Ministry of Training, Colleges and Universities *
- United Way Halton and Hamilton

Sheridan Academic Upgrading Program (ACE) Partnership funded by:

- Ministry of Training, Colleges and Universities *

MAIN DONORS & SPONSORS

- Maple Lodge Farms Foundation
- Kiwanis Club of Georgetown
- Denise Dilbey
- Royal Bank of Canada, Main Street, Georgetown

“The greatness of a community is most accurately measured by the compassionate actions of its members.”

- Coretta Scott King

SUPPORTERS

- Ami Gopal
- St. Alban the Martyr Anglican Church
- iPro Realty Ltd.
- Patricia Waters
- Dave and Dale Cox
- Complete Test Preparation Inc., Brian Stocker
- Cheryl Watkin, Life Coach
- Royal LePage Meadowtowne Realty
- Sandra Moravac
- Assured Mortgage Services
- Barry Glen
- Building Insights Inc.
- Chris Roi
- Cindy Wilson
- HeyRay - Your Home Today Realty Inc., Brokerage
- Penny McIlwaine

We are grateful to the many businesses, service clubs and individuals who provided support through financial pledges, donations and material support. Your contributions are critical to our operation and greatly appreciated.



*These Employment Ontario programs are funded in part by the Government of Canada and the Government of Ontario, and through the Canada-Ontario Job Fund Agreement.

Improving lives locally

Service Delivery Partners

We collaborate with the following partners to deliver programs and services in the communities of Georgetown, Milton and Acton. Their continued support and referrals are greatly appreciated.

- AlphaPlus, EO Technology Support Organization
- Gary Allan High School
- Halton Hills Public Libraries
- Halton Region Social Assistance (Ontario Works)
- Knox Presbyterian Church, Milton
- Milton Public Libraries
- Peel-Halton-Dufferin Adult Learning Network
- Sheridan College Institute of Technology and Advanced Learning



CAREERS IN THE TRADES with VPI, Inc. & Gary Allan High School

- Centre for Skills Development - Employment Services
- Centre for Skills Development - Immigrant Services
- ODSP (Ontario Disability Support Program)
- Thomas Merton Centre for Continuing Education
- VPI Working Solutions, Georgetown
- WSIB (Workplace Safety and Insurance Board)



ALPHAPLUS SPEAKER Monika Jankowska-Pacyna at our 2018 AGM

Community Connections

Our community connections provide in-kind or other support for our work.

- Carafe Wine Georgetown
- DG Greenhouses
- Georgetown Independent
- Georgetown Marketplace Mall
- Milton Canadian Champion
- Sherwood Print and Copy
- The New Acton Tanner
- Town of Halton Hills
- Tyler Transport

Proud Members of:

- Chamber of Commerce Halton Hills
- Chamber of Commerce Milton
- Community Literacy Ontario
- Community Development Halton/Volunteer Halton



*TAKING US TO NEW HEIGHTS!
COMMUNITY OPEN HOUSE & SUSTAINABILITY FAIR
Town of Halton Hills*

*Sources

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The Employment Ontario (EO) Service Promise:

"Ontario aims to have the best educated and skilled workforce in the world, to build the province's competitive advantage and enhance our quality of life. Employment Ontario (EO) is the province's one-stop service delivery system.

EO offers a range of employment, training and labour market programs and services, delivered by third-party service providers to over one million Ontarians.

The EO Service Promise is to:

- Deliver the highest quality of services and supports to help individuals and employers meet career or hiring goals;
- Provide opportunities for individuals to improve their skills through education and training;
- Ensure that individuals get the help they need at every Employment Ontario office; and
- Work with employers and communities to build the highly skilled and educated workforce Ontario needs to be competitive."

Ontario 