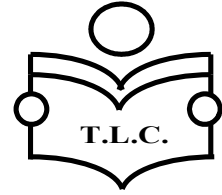


# **Timmins Learning Centre**



## **Annual Report 2015-2016**

**208 Third Ave.  
2<sup>nd</sup> Floor**

**Timmins, Ontario**

**268-8900**

**learn@ntl.sympatico.ca**

**[www.tlc.org](http://www.tlc.org)**

**EMPLOYMENT  
ONTARIO**



**Canada**

## **Vision Statement**

To be part of a community-based network that helps individuals and families achieve success by supporting and encouraging lifelong learning.

## **Mission Statement**

To help individuals and families in our region reach their full potential by providing learner-centred literacy, numeracy and essential skills programs.

## **Organizational Structure**

The Timmins Learning Centre (TLC) is a charitable organization governed by a Board of Directors. TLC relies on volunteers to assist staff with its adult and children's programs.

TLC's Adult Literacy & Basic Skills Program is an *Employment Ontario* service funded in part by the Government of Canada and the Government of Ontario and through the Canada-Ontario Job Fund Agreement. Private and community donations provide support for the Homework Club and A+ Book Club.

## **Board of Directors (2015-2016)**

- ✦ Lynne Castonguay (Chair)
- ✦ Julie Belanger Racette (Vice-Chair)
- ✦ Frances Sahler (Treasurer)
- ✦ Kate Mayer (Secretary)
- ✦ Rihanat El-Alawa (Director)
- ✦ Paul Boutin (Director)
- ✦ Tom Baby (Director)
- ✦ Kenneth Ciupka (Director)

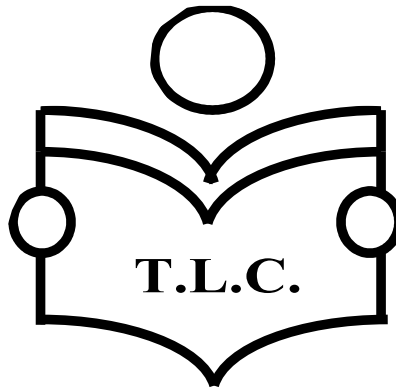
## **TLC Staff (2015-2016)**

- ✦ Alison Kozlow (Executive Director)
- ✦ Corrina Payne (Children's Services Manager)
- ✦ Stephanie St-Pierre (Adult Literacy Instructor)
- ✦ Corinne Zimperi (Adult Literacy Instructor)
- ✦ Diane Vankoughnett (Children's Services Program Assistant)
- ✦ Louisa Clarke (Children's Services Program Assistant)
- ✦ Rebecca Clyburn (Children's Services Program Assistant)
- ✦ Elaine Berger (Children's Services Program Assistant)

## **Programs**

- ✦ Adult Literacy Classes
- ✦ Fee for Service Tutoring
- ✦ Homework Club (Grades 1-8)
- ✦ A+ Book Club (SK-Grade 3)

# **Timmins Learning Centre**



## **Annual General Meeting Agenda**

**Thursday, September 22, 2016  
6:30 PM**

- 1. Welcome and Introduction of Board Members**
- 2. Conflict of Interest**
- 3. Additions to Agenda**
- 4. Approval of Agenda**
- 5. Summarized Financial Statements 2015-2016 – MNP LLP**
- 6. Minutes-September 17, 2015**
- 7. Chair Report**
- 8. Executive Director Report**
- 9. Appointment of Auditor for 2016-2017**
- 10. Election of Board Members for 2016-2017**
- 11. Adjournment**

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**Timmins Learning Centre Inc.**

**Summary Financial Statements**

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**March 31, 2016**

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**REPORT OF THE INDEPENDENT AUDITOR ON THE SUMMARY  
FINANCIAL STATEMENTS**

**To the Directors of  
Timmins Learning Centre Inc.**

The accompanying summary financial statements, which comprise the summary statement of financial position as at March 31, 2016, the summary statement of net assets and summary statement of operations for the year then ended, are derived from the audited financial statements of Timmins Learning Centre Inc. for the year ended March 31, 2016. We expressed an unmodified audit opinion on those financial statements in our report dated June 8, 2016.

**Management's Responsibility for the Summary Financial Statements**

Management is responsible for the preparation of a summary of the audited financial statements on the basis described in Note 1.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the summary financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standards (CAS) 810, *Engagements to Report on Summary Financial Statements*.

**Opinion**

In our opinion, the summary financial statements derived from the audited financial statements of Timmins Learning Centre Inc. for the year ended March 31, 2016 are a fair summary of those financial statements, on the basis described in Note 1.

**Emphasis of Matter**

The financial statements of Timmins Learning Centre Inc. for the year ended March 31, 2015 were audited by FJL CPAs of Timmins, Ontario Canada prior to its merger with MNP LLP. FJL CPAs expressed an unmodified opinion on those statements on June 3, 2015.

Timmins, Ontario  
June 8, 2016

**MNP LLP**  
Chartered Professional Accountants/  
Licensed Public Accountants



ACCOUNTING > CONSULTING > TAX  
172 ALGONQUIN BLVD. E, TIMMINS, ONTARIO P4N 1A9  
P: 705.268.0909 F: 705.264.8581 MNP.ca

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**Timmins Learning Centre Inc.****Summary Statement of Financial Position**

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March 31, 2016	2016	2015
	\$	\$
<b>Assets</b>		
<b>Current assets:</b>		
Cash	70,569	68,241
Accounts receivable	6,295	2,989
	<b>76,864</b>	<b>71,230</b>
<b>Long term investments:</b>		
	<b>40,362</b>	<b>40,362</b>
	<b>117,226</b>	<b>111,592</b>
<b>Liabilities</b>		
<b>Current liabilities:</b>		
Accounts payable	9,500	9,201
Government remittances	3,255	-
	<b>12,755</b>	<b>9,201</b>
<b>Net Assets</b>		
<b>Net assets</b>	<b>104,471</b>	<b>102,391</b>
	<b>117,226</b>	<b>111,592</b>

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**Timmins Learning Centre Inc.****Summary Statement of Net Assets**

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For the year ended March 31, 2016	<b>2016</b>	<b>2015</b>
	\$	\$
<b>Net assets, beginning of year</b>	102,391	119,553
<b>Net under (over) expended funds</b>	4,980	(16,078)
<b>Prior year surplus repayment</b>	(2,900)	(1,084)
<b>Net assets, end of year</b>	<b>104,471</b>	<b>102,391</b>

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**Timmins Learning Centre Inc.****Summary Statement of Operations**

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For the year ended March 31, 2016	2016	2015
	\$	\$
<b>Revenue:</b>		
Donations	480	460
Fee for service	30	30
Interest	771	1,207
Ministry of Training, Colleges and Universities Program		
Literacy and Basic Skills Program	141,790	141,798
Training Support	2,000	3,000
Other programs		
A+ Book Club	3,010	6,951
Homework Club	41,071	11,820
	<b>189,152</b>	<b>165,266</b>
<b>Expenditures:</b>		
Ministry of Training, Colleges and Universities Program		
Operating	141,481	142,076
Training Support	592	110
Other programs		
A+ Book Club	7,977	16,830
Homework Club	34,122	22,328
	<b>184,172</b>	<b>181,344</b>
<b>Net under (over) expended funds</b>	<b>4,980</b>	<b>(16,078)</b>

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**Timmins Learning Centre  
Annual General Meeting  
September 17, 2015  
Minutes**

**Those Attending:** Lynne Castonguay, Fran Sahler, Julie Belanger-Racette, Kate Mayer, Paul Boutin, Tom Baby, Ken Ciupka, Alison Kozlow, Stephanie St-Pierre, Corinne Zimperi, Corrina Payne, Louisa Clarke, Rebecca Clyburn, Jessica Paquette and Paul Rokeby

**Regrets:** Rihanat El-Alawa, Diane Vankoughnett

1. Lynne welcomed everyone to the meeting at 6:34 p.m.
2. No conflict of interest was declared.
3. Additions to Agenda: None
4. The agenda was reviewed by all present. **Motion: Paul moved to accept the agenda as presented. Tom seconded the motion. All were in favour.**
5. The Summarized Financial Statements for 2014-15 were presented to the membership by Paul Rokeby from FJL. They were reviewed by all present. **Motion: Kate moved to accept the Summarized Financial Statements for 2014-15 as presented. Ken seconded the motion. All were in favour.**
6. The Minutes for September 17, 2014 were presented. **Motion: Paul moved to accept the minutes for September 17, 2014 as presented. Julie seconded the motion. All were in favour.**
7. Lynne Castonguay presented the Chair Report after which it was put to file.
8. Alison Kozlow presented the ED Report after which it was put to file.
9. **Motion: Paul moved to appoint FJL as auditors for the 2015-16 fiscal year. Kate seconded the motion. All were in favour.**

**10. Election of Officers: Motion: Ken moved to elect the new Board of Directors for 2015-16. Tom seconded the motion. All were in favour.**

**Board of Directors for 2015-16**

<b>Lynne Castonguay</b>	<b>Chair</b>
<b>Julie Belanger-Racette</b>	<b>Vice-Chair</b>
<b>Fran Sahler</b>	<b>Treasurer</b>
<b>Kate Mayer</b>	<b>Secretary</b>
<b>Paul Boutin</b>	<b>Director</b>
<b>Rihanat El-Alawa</b>	<b>Director</b>
<b>Tom Baby</b>	<b>Director</b>
<b>Ken Ciupka</b>	<b>Director</b>

**11. Adjournment: Paul moved to adjourn the meeting at 6:50 p.m.**

## **Motions**

**Meeting Date: September 17, 2015**

- 1. Motion: Paul moved to accept the agenda as presented. Tom seconded the motion. All were in favour.**
- 2. Motion: Kate moved to accept the Summarized Financial Statements for 2014-15 as presented. Ken seconded the motion. All were in favour.**
- 3. Motion: Paul moved to accept the minutes for September 17, 2014 as presented. Julie seconded the motion. All were in favour.**
- 4. Motion: Paul moved to appoint FJL as auditors for the 2015-16 fiscal year. Kate seconded the motion. All were in favour.**
- 5. Motion: Ken moved to elect the new Board of Directors for 2015-16. Tom seconded the motion. All were in favour.**
- 6. Adjournment: Paul moved to adjourn the meeting at 6:50 p.m.**

## **Chair Report 2015-2016**

In 2015-2016, the Timmins Learning Centre (TLC) was fortunate to have an active and involved Board of Directors. Board members attended monthly board meetings and reviewed the financial, service quality performance and staff performance reports. The Board examined the Executive Director's reports, and discussed and approved various fundraising initiatives. In addition, the executive committee met prior to each board meeting to review all financial documents in great detail. Board members collaborated with the auditor in order to successfully complete the financial audit. For the first time, the Centre remained open throughout the summer months with reduced operational hours.

In 2016-17, I will be stepping down as Board Chair to pursue higher education but, I will be staying on as a Director to support the transition of the new Chair and Vice-Chair. I am confident that the Board will continue to flourish.

It has been an honour to serve as the Chair for the last two years. The spirit of the Board is truly collaborative and promotes the vision of the Centre. Alison Kozlow, the Executive Director, continues to demonstrate accountability and dedication. It has truly been an honour to work with her.

Lynne Castonguay  
TLC-Chair

**Executive Director's  
Annual Report  
2015-16**

The Timmins Learning Centre (TLC) achieved great success in 2015-2016. TLC welcomed new staff and volunteer tutors; secured sufficient funding for the Homework Club, and its Literacy and Basic Skills (LBS) Program met the Ministry of Advanced Education and Skills Development's (formerly MTCU) targets and expectations. These achievements were as a result of staff, volunteers and board members working diligently and collaboratively. Together, we were able to increase the literacy skills of children and adults in our area, improve service coordination and promote TLC's programs and services.

During this past fiscal year, 47 learners attended the LBS Program. Staff completed the deliverables outlined in the Provincial Service Quality Standard Action Plan and LBS Business Plan. In October 2015, Amanda Roy, our Employment and Training Consultant, performed a Site Compliance Visit. She concluded that TLC's LBS Program provides a positive client experience while maintaining confidentiality and ensuring privacy. TLC's LBS Program delivers services tailored to a learner's needs and addresses special requirements or circumstances.

In 2015-2016, 35 children participated in the Homework Club Program and 14 children participated in the A+ Book Club Program. New assessment methods, teaching strategies and program evaluation tools were implemented. As a result, student progress greatly improved. In addition, numerous funding proposals were completed in order to secure sustainable funding for the Homework Club and A+ Book Club programs. Through various fundraising efforts, we were able to raise \$44,081.00 for our children's programs.

Partnerships and positive relationships continued to be fostered in 2015-2016. TLC staff was actively involved in the Timmins Area Networking Group (TANG), the TLIP Settlement Committee and the Literacy Service Planning (LSP) process in order to enhance service

coordination and promote TLC's programs and services. TLC staff met with various social service agencies to discuss TLC's programs and its referral process. Staff from these agencies also provided information and training sessions to TLC's learners to ensure they receive the needed supports and reach their full potential.

TLC's "Top of Mind" branding was cultivated in 2015-16. Board members, staff and volunteer tutors endorsed TLC's programs and services at various workshops and community events. The Family Literacy Day celebration at the Timmins Public Library and the Imerys Talc Garage Sale and BBQ were a great success.

In 2016-2017, LBS staff will continue to utilize the Ontario Adult Literacy Curriculum Framework (OALCF), the EOIS-Case Management System and will implement innovative strategies to ensure we meet the Ministry of Advanced Education and Skills Development's targets and expectations. Key priorities for the coming year include: revising TLC's Policies and Procedures Manual, updating TLC's Strategic Plan, recruiting new board members and volunteer tutors, and securing additional funding for the Homework Club.

I would like to take this opportunity to thank our volunteer tutors, board members and staff. Your professionalism and dedication are greatly appreciated.

Alison Kozlow