



# Annual Report

2015 / 2016



Ottawa-Carleton Lifeskills Inc.

## Recognizing Amazing People

A tree's strong trunk is its foundation, with the roots representing its strength on windy days. Large far reaching branches symbolize its adaptability, with the leaves showing rejuvenation and new growth.

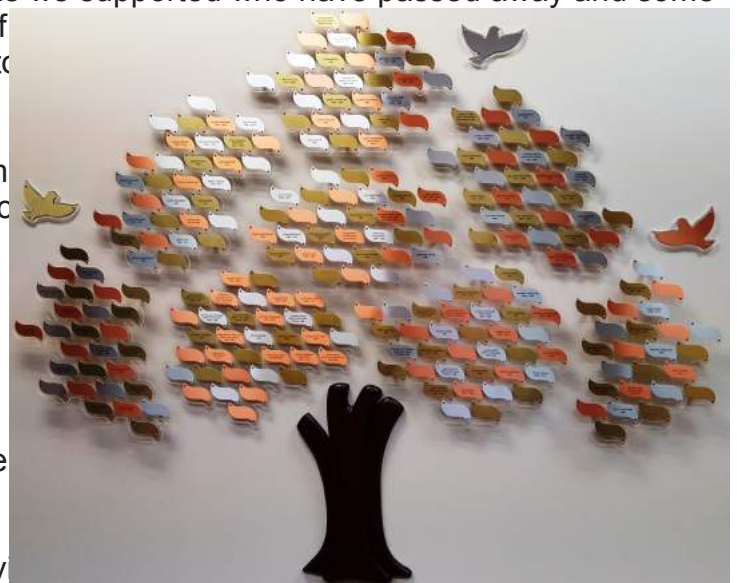
Ottawa-Carleton Lifeskills celebrated its 30th anniversary during 2015 and we wanted a permanent means to commemorate this milestone. We also wanted a way to recognize the individuals who have been part of the OCL family throughout the years. We could think of no better symbol than a tree.

The engraved leaves include the names of individuals we supported who have passed away and some of those we currently support, who have been part of former and current employees and board members to generous donors.

The tree has become a focal point in our boardroom the wonderful people who have made contributions to

We will continue to add names for years to come beautiful tree during a visit to Brewer Hunt Way.

Ottawa-Carleton Lifeskills is grateful to all the individuals who are part of our family. Thank you!



*The Ottawa-Carleton Lifeskills Recognition Tree highlights some of the wonderful people who have made contributions to the success of the agency.*

**NEW!**

Check out our new website at [ocl.ca](http://ocl.ca) launching September 16th!

# A year in review:

## 30 Year Celebration

In the last half of 2015, OCL continued its 30th anniversary milestone was again recognized at our annual picnic (incorporation date) being proclaimed 'Ottawa-Carleton's 30th Anniversary'.

In June we also recognized the retirement of Program Manager with OCL. Her celebration was a fun filled event with employees and board members, community partners and family members as she well as she started a new chapter in her life.



*David, Marcel and Kathryn enjoying the 2015 OCL Picnic!*

Throughout the year, we continued to hear and see the continued success of the individuals who moved into their own apartments at our newest location, Den Haag. Living more independently, while still having on-going support from our employees, has allowed these individuals to strengthen their skill set and learn new ones. OCL will continue to look and create opportunities to enrich the lives of those we serve and provide them with every means to live their lives to the fullest.

The Board of Directors, along with senior management, continued to monitor OCL's Strategic Direction Plan (developed in 2014), to ensure the agency remains on par. The four strategic pillars have provided a framework for both evolving and new initiatives. This important management tool will provide OCL with the means to grow and transform as the developmental services sector changes.

Our Enhanced / Supported Independent Living (E/SIL) and day program (CPS) continue to expand, allowing OCL to continue to assist individuals in need of supports. We also restructured some of our programs to better support the changing needs of the individuals entrusted to our care. The transition between homes and programs was not without its bumps, however, given OCL is blessed to have knowledgeable, dedicated and caring front line employees – the transition ended with smiles.

2016 marked the 10th annual Developmental Services Worker Appreciation Day. OCL along with our Union celebrated the vital role our employees have in the lives of the individuals we serve. Their work is not always easy and we are very fortunate and proud to have such compassionate and caring employees who continually provide outstanding care.

We have also made significant headway in our Communication until you see the new OCL website, soon to be unveiled to the community to be aware of the great work being done. We hope the community to welcome OCL individuals and community members with everyone.



*Alan enjoying his day fishing!*



# To our donors – thank you!

We are very grateful!

We want to extend a huge thank you to our donors and sponsors for their support of the individuals in our care at Ottawa-Carleton Lifeskills.

A big shout out to some of our supporters REALTORS Care Foundation, McAuley Financial Services, ComVida Corporation, Scotiabank, United Way Ottawa, Emond Harden Law Offices, Bon Appetit Ottawa and many more.

Thank you as well to those who have become monthly donors to OCL. We appreciate your dedication every month to the incredible people we support.

To learn more about sponsorship and fundraising opportunities please contact Samantha Tapley at 613-254-9400 ex. 386 or by email at [stapley@ocl.ca](mailto:stapley@ocl.ca).



**Residential Supports**

**Day Supports**



# Accountability

## Treasurer's Report

Ottawa-Carleton Lifeskills Inc. completed the fiscal year of April 1, 2015 to March 31, 2016 with a small operating surplus of \$14. The organization continues to experience financial pressures as its operating expenditures increase more rapidly than funding provided by the provincial government.

At a meeting with the auditors and the Finance subcommittee on June 16th, the draft audited financial statements were reviewed as well as the Audit Planning and Findings report.

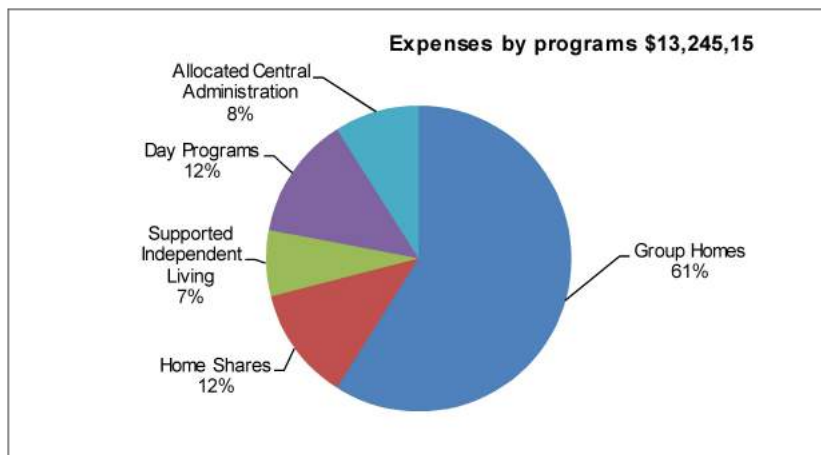
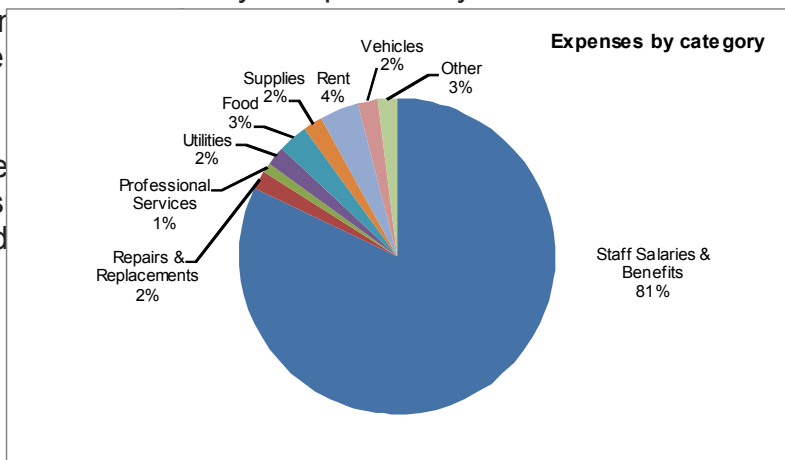
KPMG noted that most dollar values are consistent with last year's numbers and that they found no internal control deficiencies as related to the preparation of the financial statements.

The auditors reported again this year that they *M. Bloodworth* affirmed their opinion that the year-end statements are a fair presentation of the financial results for the 2015-16 fiscal year. I would like to thank Steve Bent and the other members of the OCL management for their excellent work.



The auditors were very complimentary about the ease of working with them and the professional way in which they provided the support of the other members of the Board.

Michele  
Treasurer  
Board



# OTTAWA-CARLETON LIFESKILLS INC.

## Statement of Financial Position

March 31, 2016, with comparative information for 2015

	General	Capital	2016	2015	-			
	fund	fund		fund	Total	Total		
<b>Assets</b>								
Current assets:								
Cash	\$	745,895	\$	173,467	\$	919,362	\$	611,141
Accounts receivable				236,956				236,956
Prepaid expenses and deposits				56,909				56,909
<u>29,602</u>								
		1,039,760		173,467		1,213,227		892,675
Restricted cash				340,000				340,000
420,000								
Capital assets (note 2(a))						-		4,073,455
4,186,862								4,073,455
	\$	<u>1,379,760</u>	\$	<u>4,246,922</u>	\$	<u>5,626,682</u>	\$	<u>5,499,537</u>

## Liabilities and Fund Balances

Current liabilities:								
Accounts payable and accrued liabilities (note 3)	\$		\$	1,224,951	\$		\$	1,224,951
1,405,364								
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# OTTAWA-CARLETON LIFESKILLS INC.

Statement of Operations and Changes in Fund Balances

Year ended March 31, 2016, with comparative information for 2015

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# OTTAWA-CARLETON LIFESKILLS INC.

Schedule 1 – Operating Surpluses and Deficits

Year ended March 31, 2016

Ottawa-Carleton Lifeskills Inc. has a service contract with the Ministry of Community and Social Services of Ontario (“MCSS”). One requirement of the service contract is the production by management of a Transfer Payment Annual Reconciliation (“TPAR”), which shows a summary by service (detail code) of all revenues and expenditures and any resulting surplus or deficit that relates to the service contract in accordance with ministries’ guidelines.

The financial policy of MCSS is to account for funding and expenses on the modified accrual basis of accounting. These financial statements reflect full accrual accounting methods. A significant difference between the two is the treatment of capital expenses and capital asset amortization. MCSS do not recognize capital asset amortization as an expense but do recognize the full expensing of capital asset additions in the year that they acquired. Other differences relate to the timing of recognition of certain revenues and expenses, as determined by MCSS.

Therefore, the excess of revenue over expenses for financial statement purposes and the ministries’ purposes can be significantly different.

A reconciliation of the two positions is as follows:

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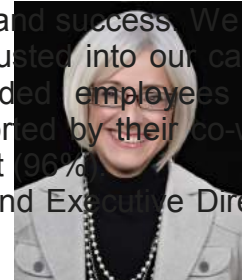
# Executive Message

2015 was a very special year for OCL as we celebrated 30 years of providing services and supports to those with developmental disabilities within the Ottawa community. And we celebrated this in a number of different ways.

We are pleased to report we ended the fiscal year (April 1, 2015 – March 31, 2016) with a balanced budget. The Board continues to oversee the finances of the agency and supports management in finding new means to either increase revenues or reduce costs. This year, the decision was made to close the Tower Road home, which included the internal movement of individuals between other homes and programs. These movements supported the changing needs of individuals, in addition to providing the opportunity for individuals to live more independently, while still well supported by OCL.

During the fiscal year, strategic planning sessions were held with the board and senior management. They reviewed OCL's Strategic Direction Plan, developed two years ago and how it relates to the supports and services families are looking for. They also focused on key governance issues which will prepare OCL for future changes in the developmental services sector. Both groups will continue to work to ensure the four pillars within our Strategic Plan continue to align with the community's needs and OCL's sustainability.

OCL's employees continue to be an invaluable asset. We are acutely aware of the vital role and impact they have on the lives of the individuals we serve. Feedback from an employee survey was very positive. 77% of employees were encouraged to come up with new way of doing things (77%) and feeling their job makes a difference in the lives of the individuals we serve (96%). We have the most wonderful and dedicated employees. At OCL, we consider it an honour to support their work



growth and success. We remain committed to the individuals entrusted into our care. The survey also included employees feeling supported by their co-workers (96%).

We would like to thank all our employees and our community for their combined efforts of these dedicated individuals that provide the highest quality of care for those we serve. We do this for ourselves, and others of why Ottawa-Carleton Liveskills Inc. exists: to support individuals in our community who need our support and fulfilled lives possible.

Miriam Fry,  
President  
Board of Directors

Jocelyne Paul,  
Executive Director

## OCL Board of Directors

Miriam Fry,  
*President*  
Ernie Potechin,  
*Vice-President*  
Roy Samhaber,  
*Secretary*  
Michelle Bloodworth,  
*Treasurer*

Doug Anderson  
Susan Bihun  
David Cameron  
Steve Grieveson  
Pam Jackson  
George Jacobson  
Gordon McKechnie  
Andrew Simboli  
Joan Wilson



Ottawa-Carleton Lifeskills Inc.

Senior Management Team